



Architecture Compliance
and Requirements
Traceability (ACART™)
Version 4.0 User's Guide
June 2008

Version History

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Table of Contents

1	ACART™ Overview	1
1.1.	Application Purpose.....	1
1.2.	Version 4.0 Enhancements.....	1
2.	Background Information	2
2.1.	Business Enterprise Architecture (BEA).....	2
2.2.	DoDAF Architecture Products	2
2.3.	System Evaluation	3
2.4.	IRB Guidance and Requirements	3
2.5.	Role of ACART™	4
2.6.	The Sieve Process	4
2.7.	Pre-certification Status.....	8
3.	ACART™ User Instructions	9
3.1.	Getting Started	9
3.1.1.	Registration	9
3.1.2.	Logon and Reset Password	12
3.1.3.	Log On Page Menu Options.....	17
3.1.4.	My Assessment List page menu options	20
3.1.5.	Assessment Page Features	21
3.1.6.	Exporting Reports	24
3.2.	Scoping and Asserting in ACART™	25
3.2.1.	Overview of Assertion Process	25
3.2.2.	Assertion Path #1.....	26
3.2.3.	Assertion Path #2.....	44
3.2.4.	Assertion Path #3.....	52
3.2.5.	Assertion Path #4.....	60
3.2.6.	FIAR.....	64
3.3.	ACART™Data Export and Reports	65
3.3.1.	Export Data	65
3.3.2.	Compliance Dashboard Reports	67
3.3.3.	Print Detailed Reports	70
	Appendix A: Acronyms.....	A
	Appendix B: Quick Start Reference	3

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Table of Exhibits

<i>Exhibit 1</i> DoDAF Architecture Products.....	3
<i>Exhibit 2</i> ACART™ Navigational Structure.....	5
<i>Exhibit 3</i> Basic Pre-certification Workflow.....	5
<i>Exhibit 4</i> BEA Product Interdependencies.....	6



1 ACART™ Overview

The purpose of this document is to provide step-by-step instructions for the Architecture Compliance and Requirements Traceability (ACART™) application. The primary goal of ACART™ is to provide an automated option for the assessment of system compliance against the data standards, business rules, laws, regulations, and policies defined in the DoD Business Enterprise Architecture (BEA).

1.1. Application Purpose

The BEA contains requirements that programs must adhere to in order to be deemed compliant. Features within ACART™ filter out parts of the architecture that are not relevant to a system's assessment, document the program's Compliance Plan, provide for Pre-Certification Authority (PCA) approval, and retain the program assessment historical record. ACART™ can then be used to generate reports for submission to the DoD Investment Review Board (IRB) to certify compliance with the Department's business transformation blueprint.

ACART™ is built on the "sieve" process, which steps the user through BEA facets or focusing steps, starting with broad measures of program attributes, and ending in a fine-grain set of items that can be used to generate assertions measuring the extent of program compliance to the BEA.

1.2. Version 4.0 Enhancements

The latest architecture data from BEA Release 5.0 has been incorporated into ACART™ Version 4.0. Enhanced features in ACART™ Version 4.0 include support for Real Property Inventory Requirements (RPIR) and Financial Improvement and Audit Readiness (FIAR). The application has also incorporated the new BEA 5.0 compliance requirements and updated reference material.

In addition to providing this User Manual and Frequently Asked Questions, Version 4.0 incorporates new interactive online training and help features that fully describe all ACART™ features and functions. If you have questions about processes or functions after reviewing ACART™ reference and training materials, contact the ACART™ Administrator at ACART@bta.mil



2. Background Information

2.1. Business Enterprise Architecture (BEA)

The National Defense Authorization Act (NDAA) of FY 2005 directed the Department of Defense (DoD) to develop a Business Enterprise Architecture (BEA). The law states that any system modernization exceeding \$1 million (with a few exceptions) be certified as compliant with the BEA through the Investment Review Board (IRB) process. Summary results of IRB reviews are reported annually to Congress.

The BEA is the enterprise architecture for DoD business information infrastructure and includes processes, data, data standards, business rules, operating requirements, and information exchanges. Specific goals for the BEA are to:

- Describe end-to-end business processes for the DoD core business mission as they relate to the six Business Enterprise Priorities (BEPs);
- Establish foundational data standards and business rules;
- Support DoD investment management criteria for systems certification;
- Comply with evolving DoD Networks and Information Integration (NII) architecture guidance; and
- Provide the foundation to accelerate outcome based architecture development and implementation.

Business operations documented in the BEA include planning, budgeting, researching, developing, testing, acquiring, garrisoning, organizing, managing, training, maintaining, and accounting for Department assets; resources that are employed to support combat and contingency operations (e.g., human resource, acquisition, logistics, and accounting and finance operations); and DoD funds (Appropriated, Working Capital Fund, Non-Appropriated Funds, Trust, Foreign Military Sales).

The BEA addresses Intra-governmental Transactions (IGTs), one of the DoD's material weaknesses (financial eliminations). Modifications to BEA focus on integration of IGT functionality for reimbursable orders for the Financial Visibility (FV) and Common Supplier Engagement (CSE) BEPs.¹ Real Property Accountability (RPA) modifications for BEA focused on the realignment of Environment Safety and Occupational Health (ESOH) processes and supporting data within the BEA. This was done to clearly depict the business separation between RPA and ESOH processes.

2.2. DoDAF Architecture Products

The FY 2005 NDAA requires the establishment of both IRBs and the Defense Business Systems Management Committee (DBSMC) to guide and constrain DoD business system investments, and the Enterprise Transition Plan (ETP) to implement the architecture.

The BEA details the technical aspects of business transformation priorities in an enterprise-level architecture that contains a set of integrated DoD Architecture Framework (DoDAF) operations

¹ - Intra-governmental transactions are "transactions involving sales, services, or transfers between two entities of the federal government." Generally Accepted Accounting Principles (GAAP) require the elimination of intra-governmental balances from consolidated financial statements to prevent overstating accounts for intra/inter-entity activity. If the transaction cannot be eliminated with available information, it must be researched and then reconciled. The high volume and high dollar value of these transactions makes the elimination of intra-governmental transactions material to DoD's financial statements. In Fiscal Year 2004, DoD processed \$364 Billion worth of eliminations.



(OV), systems (SV) and technical views (TV). These views depict specific, high-priority BEPs that align to strategic transformational objectives identified by the business enterprise leadership. Requirements derived from the BEA are critical to the IRB process and are used at each level of investment review, from the Program Manager (PM) to the DBSMC, to Scope whether systems going through the certification process are compliant or not compliant with the BEA.

The BEA addresses business capabilities needed to capture transactional data and to analyze that data in support of departmental operations and planning. The BEA also supports technical aspects of the Department's business transformation priorities, assuring that business systems and initiatives enable those capabilities.

The BEA represents the minimum set of DoDAF products necessary to evaluate investments in business systems against transformational objectives. Specific DoDAF products used to determine compliance to the BEA are shown in *Exhibit 1, DoDAF Architecture Products*.

Architecture Product
Information Exchange Requirements (IERs)
Activity Model Diagram
Operational Rules Model Diagram
Logical Data Model Diagram
Operational Event/Trace Diagram
System Function to Operational Activity

Exhibit 1 DoDAF Architecture Products

In sum, the BEA provides a blueprint for DoD business transformation to ensure that the right capabilities, resources and materiel are rapidly delivered to our warfighters - what they need, where they need it, when they need it, anywhere in the world.

2.3. System Evaluation

Business systems investment review for the DoD is known as the Investment Review Board (IRB) Process. The IRB assesses Enterprise-wide and Component-specific systems to ensure the investment in those systems are consistent with the DoD business transformation blueprint. The business capabilities addressed in the BEA are established by statute, policy, or longstanding practice. BEA compliance assessment documentation is maintained by the PCA to support pre-certification submissions and for validation and audit purposes. In accordance with IRB guidance, DoD Components are required to create and maintain each system's BEA profile in the DoD Information Technology Portfolio Repository (DITPR). PCAs must ensure adherence to this rule.

ACART™ may be used by the PM, PCA or other cognizant individual to Scope/Assert compliance to the BEA, but its use has not been mandated by the Business Transformation Agency (BTA).

2.4. IRB Guidance and Requirements

The IRB process is guided by the BEA and the Enterprise Transition Plan (ETP) which, along with related Component architectures and transition plans, provides an integrated view of business functions and a roadmap for more robust business capabilities. The IRB conducts two types of business system reviews. The first is a Compliance Review performed early in a system's development lifecycle. The second is the Annual review, which applies to all business systems



including systems for which there is no planned development or modernization spending. Please refer to the following documentation for information on the IRB process.

- (1) Investment Certification and Annual Review Process User Guidance, DoD Business Systems Investment Review Process, July 12, 2006 (Describes investment tiers, certification requirements for each tier, and types of compliance)
http://www.defenselink.mil/dbt/products/investment/IRB_Guidance_060410_FINAL.pdf
- (2) Investment Review Board Concept of Operations, DoD IT Business Systems Investment Review Process, July 12, 2006 (Describes the IRB review process and information retention requirements)
http://www.defenselink.mil/dbt/products/investment/IRB_CONOPS_29-AUG-2006.pdf

2.5. Role of ACART™

Effective October 1, 2005, funds appropriated to the Department of Defense may not be obligated for a Defense business system modernization that has a total cost in excess of \$1 Million unless the approval authority designated for the system certifies that modernization is in compliance with the BEA, and the DBSMC approves that certification. Systems not fully compliant with the BEA can be certified and approved, provided the PCA submits to the approval authority either a compliance plan for those system elements that are not currently compliant with the BEA, or a request to waive full compliance with the BEA.²

Architecture compliance is defined as “adherence to the processes, business rules, and standard data elements of those BEA operational activities supported by the system being assessed.” Compliance assessment considers the extent to which systems and associated business processes comply with data standards, business rules, laws, regulations, and policies. Additional requirements may include transformation proceeds, including prescriptive guidance with respect to business processes, systems interoperability and other aspects of network and information integration.

Completed ACART™ Scoping is designed to be used by system program managers to demonstrate BEA compliance before the IRB. The systems, and associated business processes, contribute to the Department’s ability to answer four key questions:

- Who are our people, what are their skills, where are they located?
- Who are our industry partners, and what is the state of our relationship with them?
- What assets are we providing to support the warfighter, and where are these assets deployed?
- How are we investing our funds to best enable the warfighting mission?

Note: Unless notified by the IRB, systems must show compliance with the latest version of the BEA within 180 days of its release. ACART™ will store earlier versions of the BEA, along with corresponding system assessments; however, these outdated containers along with the assessments will be deleted when they are no longer relevant

2.6. The Sieve Process

A sieve separates finer grains of a mixture from coarser grains of that mixture through a closely perforated mesh. In this manner smaller particles are strained from larger ones. In a similar manner,

² - Grounds for a waiver include that the system is necessary to achieve a critical national security capability or address a critical requirement in an area such as safety or security; or the system is necessary to prevent a significant adverse effect on a project that is needed to achieve an essential capability, taking into consideration the alternative solutions for preventing such adverse effect.



the Sieve process used by ACART™ sifts business rules, data entities, attributes and synonyms from their associated Operational Activities, Processes and Information Exchanges.

The ACART™ Sieve process is designed to take the user from BEA facets that illustrate broad measures of program attributes to a fine-grain set of items that can be used to generate assertions measuring the extent of program compliance to the BEA. The basic process to support the BEA pre-compliance comprises a series of focusing steps - based on the DoDAF - for moving from general to specific compliance information for each Program.

In *Exhibit 2, ACART™ Navigational Structure* shows the process of moving from scoping to assertion in ACART™. Note that once you scope BEPs, Activities and either Information Exchanges or Processes, you can then work through the assertion facets in any order.

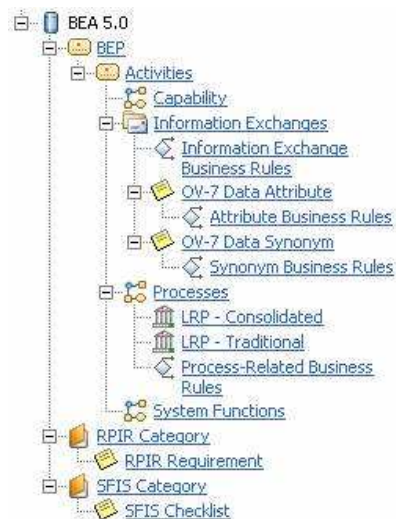


Exhibit 2 ACART™ Navigational Structure

Exhibit 3, Basic Pre-certification Workflow represents the “virtual sieve” which defines program attributes to a level that can be pre-certified.

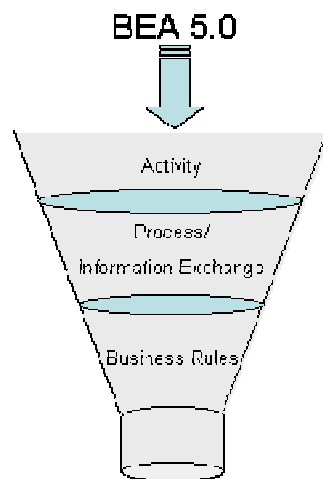


Exhibit 3 Basic Pre-certification Workflow



There are many other paths through the facets because there are many ways to identify BEA interdependencies. *Exhibit 4, BEA Product Interdependencies* provides the process flows used to capture different views of program compliance.

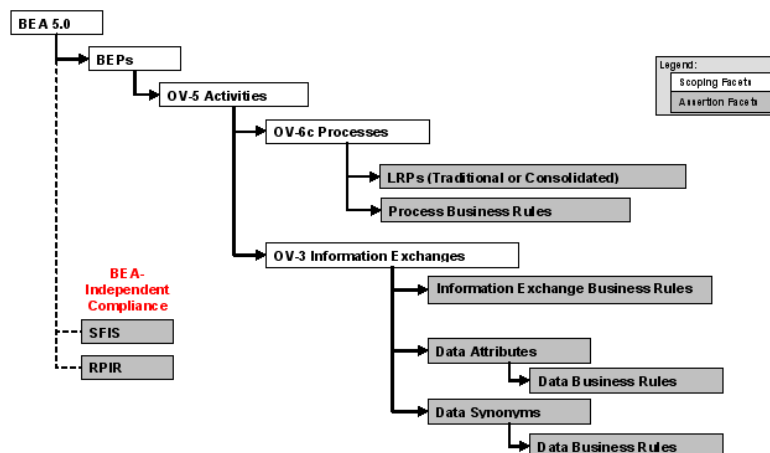


Exhibit 4 BEA Product Interdependencies

The recommended filter process is as follows:

- Each registered program should select all BEPs to ensure that all Operational Activities are available for scoping.
- The second step is to identify and review the complete list of Operational Activities in the BEA and select all relevant leaf level Operational Activities applicable to the program. This is the entering argument for the program to reduce the entire list of BEA activities to only those applicable to the Program.
- This list of Operational Activities will filter out Business Processes and Information Exchanges (inputs/outputs) that are unrelated to the selected Activities. From the resulting list of related Business Processes and Information Exchanges – the customer Scopes applicable Processes and Scopes and Asserts Information Exchanges. These selections further reduce the architecture elements associated while increasing details of the Program’s focus. This “Sieve” or filter further shrinks the universe of items required for pre-certification review by the program.
- The last selections will in turn yield a list of Laws, Regulations, and Policies (LRPs), and Process Related Business Rules, related to Scoped Business Processes. Information Exchange Business Rules, Data Attributes and Data Synonyms and their associated Data Business Rules are filtered from Scoped Information Exchanges. The more focused program selections are then saved. The selected architecture facets may be reviewed by the PCA and stored as documentation of the pre-certification process on paper, or in a Program system requirements tracking database.

See the following **ACART™ Process for BEA Compliance** for more details:

ACART™ Process for BEA Compliance

1. **Scope** relevant **BEPs** for the candidate system. (It is recommended that all **BEPs** be selected initially if there is any uncertainty about which **Operational Activities** are relevant).



2. **Scope** relevant leaf-level **Operational Activities** for the candidate system. (Leaf-level activities are identified as “True”).
3. **Scope** relevant business **Processes** linked to the in-scope **Operational Activities**.
4. **Assert** that the candidate system configuration complies with the **Process-Related Business Rules**.
 - **Compliance Guidance:** When asserting compliance to the **Process-Related Business Rules**, the user is asserting that within the context of the **Process**, the system adheres to the **Business Rule** definition of the BEA.
5. **Scope and Assert** that the candidate system configuration complies with the process related **Laws, Regulations and Policies (LRPs)**. Assessor may use either the *Traditional* method (assert at the LRP level) or *Consolidated* method (assert at the process level).
 - **Compliance Guidance:** When asserting compliance to the process related **LRPs**, the user is asserting that within the context of the **Process**, the system adheres to the **LRP** description designated by the BEA.
6. **Scope** relevant **Information Exchanges** linked to the in-scope **Operational Activities** selected above.
7. **Assert** that the candidate system configuration complies with the definition of **Data Synonyms** and **Data Attributes** within the **Information Exchange**. (When viewing the **Data Synonyms** and **Data Attributes** select “*Show Predecessor*” option to display the related **Information Exchange**).
 - **Compliance Guidance; Data Attributes:** When asserting compliance to the **Data Attributes**, the user is asserting that within the context of the **Information Exchange**, the system produces, consumes, or exchanges the data consistent with the BEA definition of the **Attribute**.
 - **Compliance Guidance; Data Synonyms:** When asserting compliance to the **Data Synonyms**, the user is asserting that within the context of the **Information Exchange**, the system produces, consumes or exchanges the data consistent with the BEA definition of the **Synonym**. The **Data Synonym** is linked to one or more **Data Attributes**.
8. **Assert** that the candidate system configuration complies with the **Information Exchange Business Rules**. (When viewing the **Information Exchange Business Rules**, select “*Show Predecessor*” to display the related **Business Rules** within the context of the **Information Exchange**).
 - **Compliance Guidance:** When asserting compliance to the **Information Exchange Business Rules**, the user is asserting that within the context of the **Information Exchange**, the system adheres to the **Business Rules** definition of the BEA.
9. **Assert** that the candidate system configuration complies with the **Synonym Business Rules** and **Attribute Business Rules**. (When viewing the **Synonym Business Rules** and **Attribute Business Rules**, select “*Show Predecessor*” to display the related **Business Rules** within the context of the **Data Synonyms** and **Data Attributes**)
 - **Compliance Guidance:** When asserting Compliance to the **Synonym Business Rules** and **Attribute Business Rules**, the user is asserting that within the context of the **Information Exchange** and the **Data Synonym** and **Data Attribute**, the system adheres to the **Business Rules** definition of the BEA.
10. **Scope and Assert** that the system configuration complies with the relevant sections of the **SFIS Checklist**.
11. **Scope and Assert** that the system configuration complies with the relevant sections of the **RPIR Requirements**.



2.7 Pre-certification Status

ACART™ is not an architecture tool, but rather a compliance tool designed primarily to support the IRB process. The IRB compliance review can result in three (3) different findings:

- **Compliant** – all assertions are compliant with the BEA;
- **Planned Compliance** – One or more assertions are not compliant, but a plan is in place to achieve compliance; or
- **Not Compliant** – some assertions are not compliant and there is no estimated completion date for remedy.

ACART™ offers corresponding assertion choices: Compliant, Planned Compliant, or Not Compliant. Ideally, you should be able to select Compliant for all aspects of your system. However, as the BEA evolves, this may not be possible.

If the program is currently not compliant with an item in the BEA, but has a plan to become compliant, you should select Planned Compliant and describe the compliance plan along with an estimated compliance date. A summary of this discussion is shown in *Exhibit 5, Pre-Certification Status Types*.

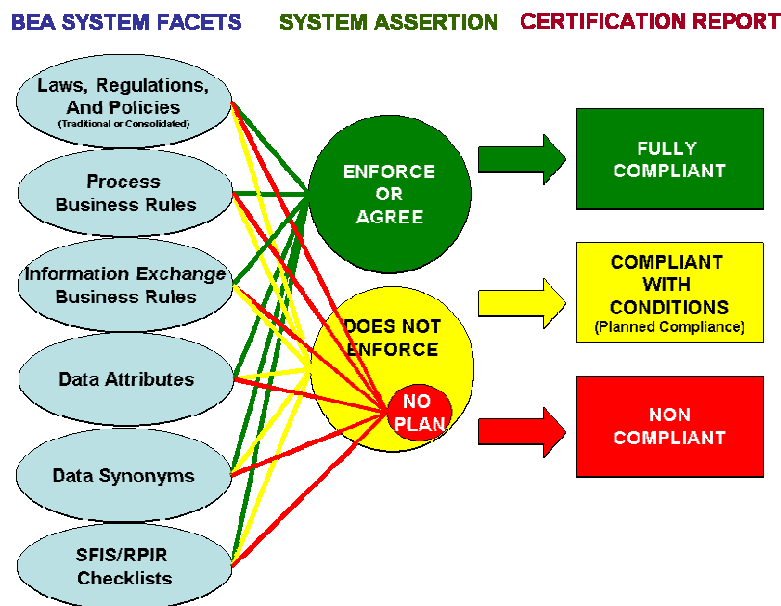


Exhibit 5: Pre-Certification Status Types

If you determine that one or more assertions are Planned Compliant, then the system is technically not in compliance, but can be granted IRB approval by including a plan to become compliant. The program only becomes Not Compliant if one or more assertions are not in compliance AND there is no “get well” plan.



3. ACART™ User Instructions

This User's Guide is structured to support both beginner and advanced users.

- New users should start with online training and then work page by page through the user manual, viewing images of each screen alongside instructions on how to interact with ACART™; or
- More advanced users can use the Table of Contents, Online Help or Quick Reference Appendix to review summary instructions for specific application functionality.

3.1. Getting Started

3.1.1. Registration

Process Overview: Before registering for membership and being granted access to a system assessment, you must obtain Component Point of Contact (POC) approval. For example, The Army Logistics Domain POC coordinates user access requests for all Army Logistics Systems. Please contact the ACART™ Administrator for the current list of component control POCs.

When you register in ACART™, you are given access to a shared sandbox so that you can discover the capabilities of the application. The following pages walk you through the online registration process; accessing and keying data into the ACART™ Logon Page, and completing the Request ACART™ Access page. Immediately after your membership registration is received, the ACART™ administrator forwards it to the Component POC to coordinate access. The administrator then e-mails an approval notification to you

- Step 1:** Open your internet browser. Microsoft Internet Explorer is the preferred browser for the ACART™ application. Other browsers may work but are not optimized for ACART™ performance. The **DEFENSE BUSINESS TRANSFORMATION (DBT)** home page is shown here as an example of an internet home page.



- Step 2:** Copy and paste or key the Universal Resource Language (URL) below to access ACART™: <https://acart.bta.mil>



The **WELCOME TO ACART™ 4.0** page displays.

Step 3: To apply for a username and password, click on either the **NEW USER?** or **REGISTER** field.

The **REQUEST ACART™ ACCESS** page displays.



Step 4: Type your application information in the appropriate fields. The red asterisk preceding a field name indicates a required entry. Contact information will only be used to provide updates on the status of your application.

Select a **USERNAME** with a minimum of **six (6) letters or numbers**.

Select a **PASSWORD** with a minimum of nine or more alphanumeric characters, containing at least **two (2) uppercase letters** and **two (2) lowercase letters**, plus **two (2) numbers** and **two (2) special characters**. You are required to change your password every 60 days.

Maintain username and password security awareness at all times. Contact ACART@bta.mil anytime personal information is compromised.

Request ACART Access

*First Name User Middle Name

*Last Name Training

Prefix Suffix

*Company/Agency DoD

Title

*Office Phone # 123-456-7890 Mobile Phone #

*Email User.Training@DoD.mil

*Re-type Email User.Training@DoD.mil

*Username User12 *Password *****

*Re-type Username User12 *Re-type Password *****

*Access Justification

*Indicates required fields

Password Requirements:

- Password must be at least 9 character(s) long
- Password must contain 2 special character(s)
- Password must contain 2 uppercase letter(s)
- Password must contain 2 lowercase letter(s)
- Password must contain 2 number(s)

In the Access Justification text box, enter an explanation and justification for the systems to which you are requesting access. The ACART™ Administrator will then confirm this information with the POC prior to granting portfolio and system access.

Step 5: When you are finished, review your entries for accuracy and then click on the **REQUEST ACART™ ACCESS** button.



Request ACART Access

*First Name Middle Name

*Last Name

Prefix Suffix

*Company/Agency

Title

*Office Phone # Mobile Phone #

*Email

*Re-type Email

*Username *Password

*Re-type Username *Re-type Password

*Access Justification

*Indicates required fields

[Request ACART Access](#)

Password Requirements:

- Password must be at least 8 character(s) long
- Password must contain 2 special character(s)
- Password must contain 2 uppercase letter(s)
- Password must contain 2 lowercase letter(s)
- Password must contain 2 number(s)

The **WELCOME TO ACART™ 4.0** page is redisplayed. Membership registration is complete. Once approved, you will be notified by email.

Welcome to ACART™ 4.0

ACART™ is an automated tool for assessing and reporting system compliance against the data standards, business rules, laws, regulations, and policies defined in the Department of Defense Business Enterprise Architecture (BEA).

ACART™ provides an intuitive way to assess, document, and close the system's scope and state of compliance, that can be submitted to the Investment Review Boards (IRB) to certify compliance, enabling the execution of more informed investment decisions, strategies and tactical action.

ACART has now been updated to include the information in the BEA 5.0

Reference Links

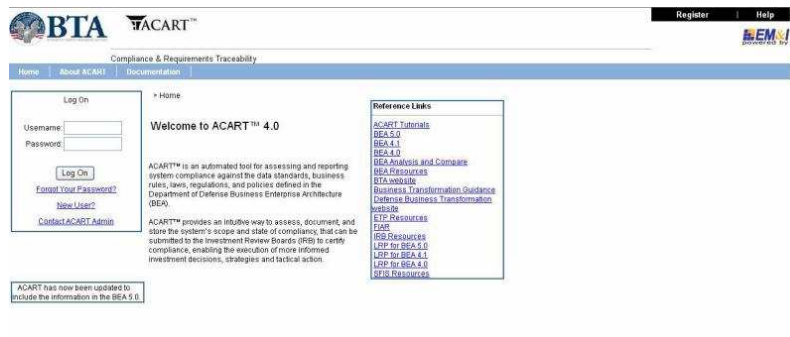
- ACART Tutorials
- BEA 5.0
- BEA 4.1
- BEA 4.0
- BEA Analysis and Compare
- BEA Resources
- BTAA website
- Business Transformation Guidance
- Defense Business Transformation website
- CTP Resources
- FIM
- FRG Resources
- LSP for BEA 5.0
- LSP for BEA 4.1
- LSP for BEA 4.0
- SFIS Resources

3.1.2 Logon and Reset Password

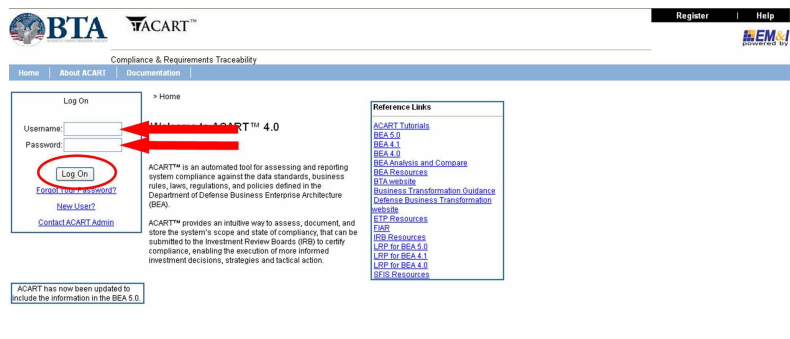
Process Overview: Now that you are a registered ACART™ user, you may need to access your account in order to reset your password or change your contact information. In order to reset your password or access other account information you will need to logon to ACART™ and go to the **My Account** tab at the top of the **WELCOME TO ACART™ 4.0** screen.

Step 1: Access the **WELCOME TO ACART™ 4.0** page at <https://acart.bta.mil>

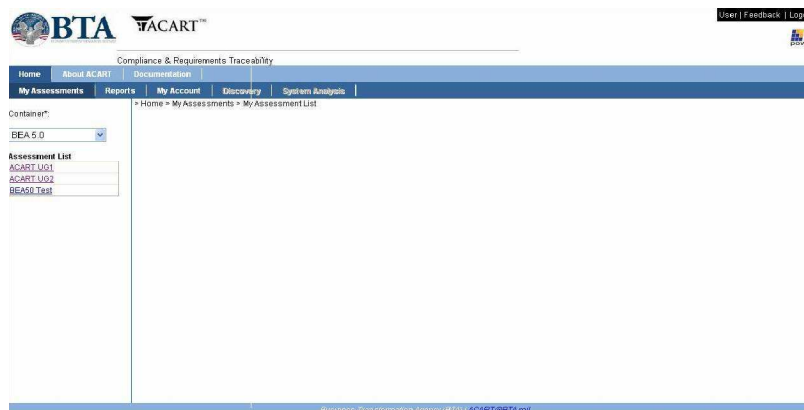




Step 2: Type your **USERNAME** and **PASSWORD** in the appropriate fields and click on the **LOG ON** button. If you type your password incorrectly, the system allows two additional chances to re-enter it. After three unsuccessful tries, you will be locked out of the system and must contact the ACART™ administrator (ACART@bta.mil) to obtain a new password.

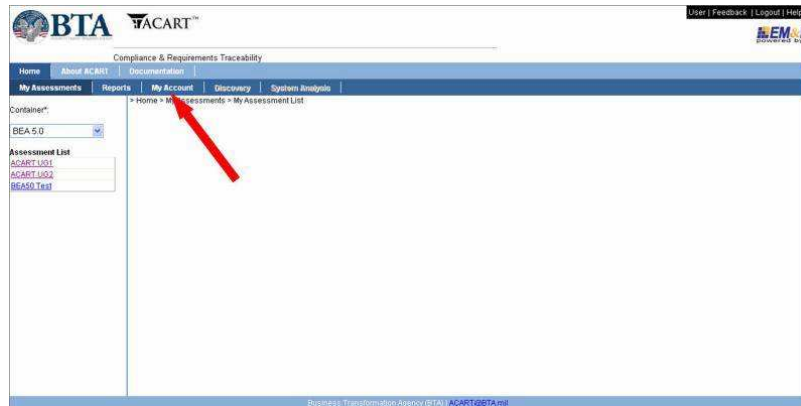


Once you have successfully logged in, the **ACART™ MY ASSESSMENT LIST** page is shown. This is the main ACART™ navigation page. We will come back to it again and again throughout the User Guide.



Step 3: Click on the **MY ACCOUNT** link at the top of the page.





The **UPDATE USER INFORMATION** page displays.

There are two important account maintenance options under the heading **MY ACCOUNT**.

1. **UPDATE USER INFORMATION**, which permits update of personal and contact information (shown here).
2. **CHANGE PASSWORD**, which allows the customer to create a new password.



Business Transformation Agency (BTA) | ACART@BTA.mil

Step 4: To change your **USER INFORMATION**, enter or edit information in the fields and click on the **UPDATE USER INFORMATION** button.

The **CONFIRM USER INFORMATION** page displays.

Business Transformation Agency (BTA) | ACART@BTA.mil

Step 5: Verify the information entered, and either click **EDIT** to make changes or **FINISHED** if the information is correct.

ACART™ confirms that the information has been entered

Business Transformation Agency (BTA) | ACART@BTA.mil



Step 6: To change your password, click on the **CHANGE PASSWORD** link on the left hand side of the page.

The screenshot shows the ACART web application interface. The top navigation bar includes links for Home, About ACART, Documentation, My Assessments, Reports, My Account, Discovery, and System Analysis. The 'My Account' section is active, showing a sidebar with links: Update User Information, Request Portfolio Access, and Change Password. The main content area is titled 'Update User Information' and contains a form with fields for First Name, Last Name, Prefix, Company Agency, Title, Office Phone, Mobile Phone, Email, Re-type Email, and Access Justification. A red arrow points to the 'Change Password' link in the sidebar.

The **CHANGE PASSWORD** page displays.

The screenshot shows the 'Change Password' page in the ACART application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Change Password' and contains three input fields: 'Enter Current Password', 'Enter New Password', and 'Re-type New Password'. Below these fields is a 'Change Password' button. At the bottom, there are 'Password Requirements' listed: Password must be at least 9 character(s) long, Password must contain 2 special character(s), Password must contain 2 uppercase letter(s), Password must contain 2 lowercase letter(s), and Password must contain 2 number(s).

Step 7: Type your old password and enter your new password twice, then click on the **CHANGE PASSWORD** button.

This screenshot is identical to the one above, showing the 'Change Password' page. A red arrow is added, pointing directly to the 'Change Password' button located below the password input fields.



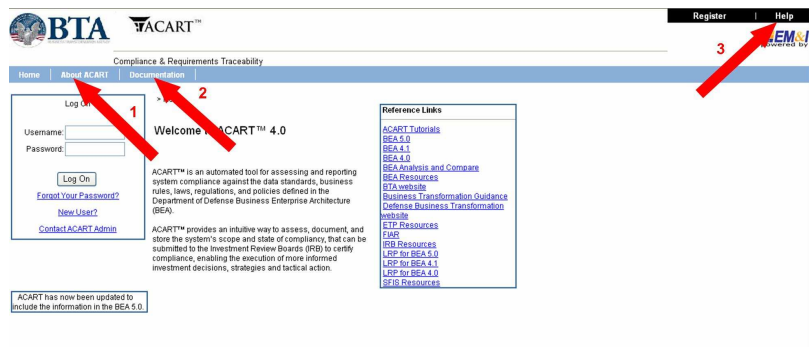
Remember that your password must have **nine (9) or more alphanumeric characters**, containing at least **two (2) uppercase** and **two (2) lowercase letters**, plus **two (2) numbers** and **two (2) special characters**.

You are required to change your password every 60 days.

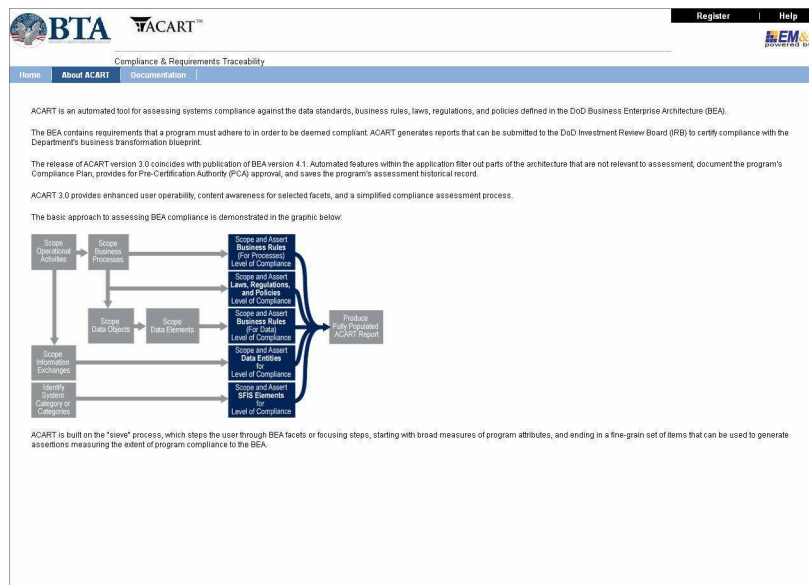
3.1.3 Log On Page Menu Options

The **WELCOME TO ACART™ 4.0** page provides several menu options for users:

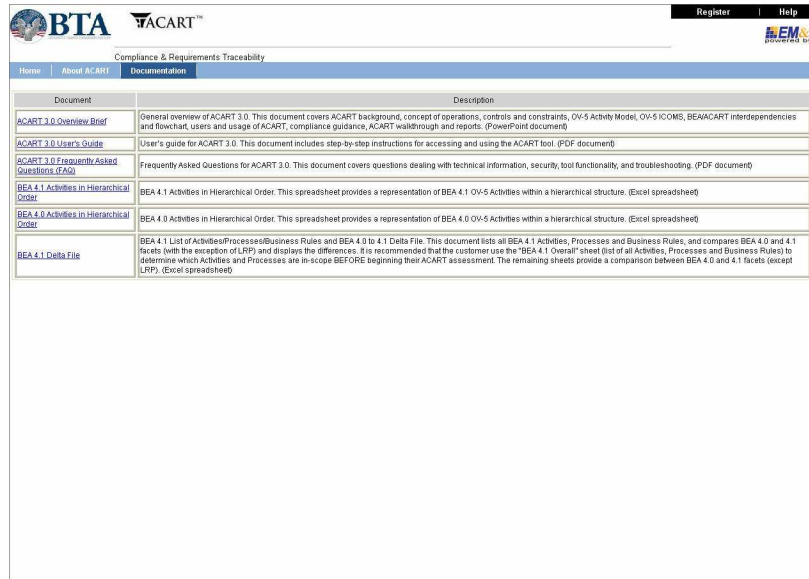
1. To see information about ACART™, click on the tab at the top of the screen labeled **ABOUT ACART™**.
2. To see Documentation related to ACART™, click on the **DOCUMENTATION** tab in the menu at the top of the screen.
3. To access online help for ACART™, click on the **HELP** link in the upper right corner of any ACART™ page.



Clicking on the **ABOUT ACART™** link brings you to the **ABOUT ACART™** page:



Clicking on the [DOCUMENTATION](#) link opens the **DOCUMENTATION** page which lists valuable sources of information about ACART™:



Document	Description
ACART 3.0 Overview Brief	General overview of ACART 3.0. This document covers ACART background, concept of operations, controls and constraints, OV-5 Activity Model, OV-5 ICOMS, BEA/ACART interdependencies and flowchart, users and usage of ACART, compliance guidance, ACART walkthrough and reports. (PowerPoint document)
ACART 3.0 User's Guide	User's guide for ACART 3.0. This document includes step-by-step instructions for accessing and using the ACART tool. (PDF document)
ACART 3.0 Frequently Asked Questions (FAQs)	Frequently Asked Questions for ACART 3.0. This document covers questions dealing with technical information, security, tool functionality, and troubleshooting. (PDF document)
BEA 4.1 Activities in Hierarchical Order	BEA 4.1 Activities in Hierarchical Order. This spreadsheet provides a representation of BEA 4.1 OV-5 Activities within a hierarchical structure. (Excel spreadsheet)
BEA 4.0 Activities in Hierarchical Order	BEA 4.0 Activities in Hierarchical Order. This spreadsheet provides a representation of BEA 4.0 OV-5 Activities within a hierarchical structure. (Excel spreadsheet)
BEA 4.1 Delta File	BEA 4.1 List of Activities/Processes/Business Rules and BEA 4.0 to 4.1 Delta File. This document lists all BEA 4.1 Activities, Processes and Business Rules, and compares BEA 4.0 and 4.1 facets (with the exception of LRP) and displays the differences. It is recommended that the customer use the "BEA 4.1 Overall" sheet (list of all Activities, Processes and Business Rules) to determine which Activities and Processes are in-scope BEFORE beginning their ACART assessment. The remaining sheets provide a comparison between BEA 4.0 and 4.1 facets (except LRP). (Excel spreadsheet)

The following documents can be accessed from links on this page:

ACART™ 4.0 Overview Brief: This document covers ACART™ background, concept of operations, controls and constraints, OV-5 Activity Model, OV-5 ICOMS, BEA/ ACART™ interdependencies and flowchart, users and usage of ACART™, compliance guidance, ACART™ walkthrough and reports. (PowerPoint document)

ACART™ 4.0 User's Guide: This document includes step-by-step instructions for accessing and using the ACART™ tool. (PDF document)

ACART™ 4.0 Frequently Asked Questions (FAQs): This document covers questions dealing with technical information, security, tool functionality, and troubleshooting. (PDF document)

BEA 5.0 Activities in Hierarchical Order: This spreadsheet provides a representation of BEA 5.0 OV-5 Activities within a hierarchical structure. (Excel spreadsheet)

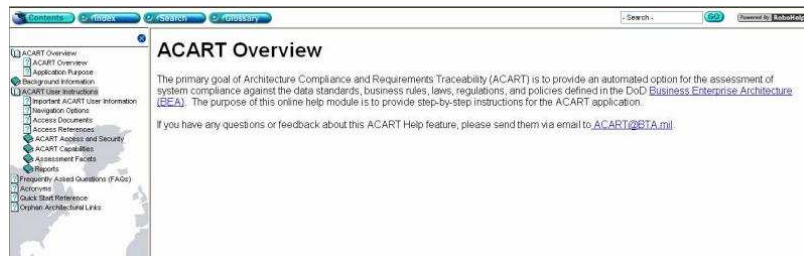
BEA 4.1 Activities in Hierarchical Order: This spreadsheet provides a representation of BEA 4.1 OV-5 Activities within a hierarchical structure. (Excel spreadsheet)

BEA 5.0 Delta File: BEA 4.1 List of Activities/Processes/Business Rules and BEA 4.1 to 5.0 Delta File. This document lists all BEA 5.0 Activities, Processes and Business Rules, and compares BEA 4.1 and 5.0 facets (with the exception of LRP) and displays the differences. It is recommended that the customer use the "BEA 5.0 Overall" sheet (list of all Activities, Processes and Business Rules) to determine which Activities and Processes are in-scope BEFORE beginning their ACART™



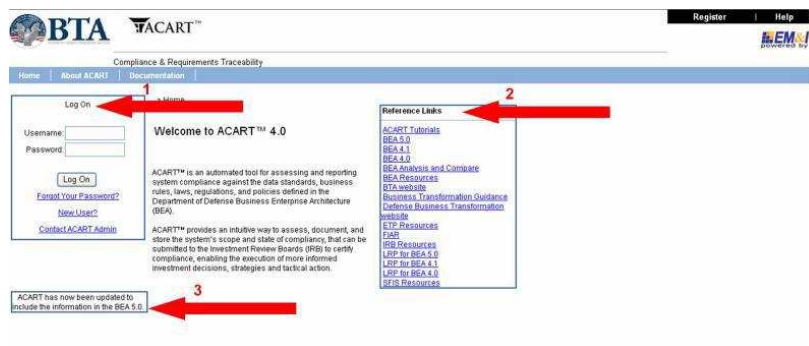
assessment. The remaining sheets provide a comparison between BEA 4.1 and 5.0 facets (except LRP). (Excel spreadsheet)

Click on the [HELP](#) link to go to the online help module:



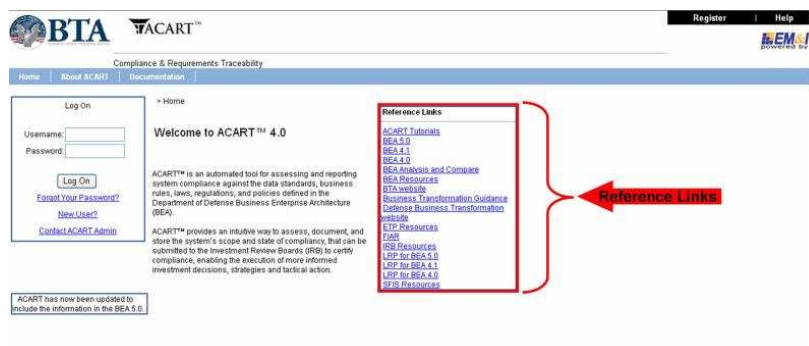
From the **WELCOME TO ACART™ 4.0** page, you can also:

1. **LOG ON** to ACART™ by keying your username and password.
2. Browse **REFERENCE INFORMATION** from external resources such as the BTA and Defense Business Transformation (DBT) websites.
3. View important messages from the ACART™ administrator, including **SYSTEM STATUS**.



ACART™'s reference link can be used to access background material that is available on the Web.

From the **WELCOME TO ACART™ 4.0** page, click on the desired [REFERENCE LINK](#).



The following are descriptions to the associated **REFERENCE LINKS**:



ACART™ Tutorials

BEA 5.0: Business Enterprise Architecture Homepage (released March 2008)

BEA 4.1: Business Enterprise Architecture Homepage (released March 2007)

BEA 4.0: Business Enterprise Architecture Homepage (released September 2006)

BEA Compliance Documents: Information and documentation relating to current and previous versions of the BEA

BEA Analysis and Compare: Allows users to compare, at the architecture product and object level, the specific changes that occurred between two releases.

BEA Resources: Displays resources and information for BEA 4.1

BTA Website: Business Transformation Agency Homepage

Business Transformation Guidance: Links to the Draft Business Transformation Guidance document and describes the DoD Transformation Approach

Defense Business Transformation Website: Defense Business Transformation Homepage

ETP Resources: Displays the link for March 2007 Congressional Report which provides status against the September 2006 Release of the Enterprise Transition Plan

FIAR: Financial Improvement and Audit Readiness information page

IRB Resources: Links to the Certification and Annual Review Processes information page

LRP for BEA 5.0: Law Regulation and Policy (LRP) Home Page for BEA 5.0

LRP 4.1: Law Regulation and Policy (LRP) Home Page for BEA 4.1

LRP 4.0: Law Regulation and Policy (LRP) Home Page for BEA 4.0

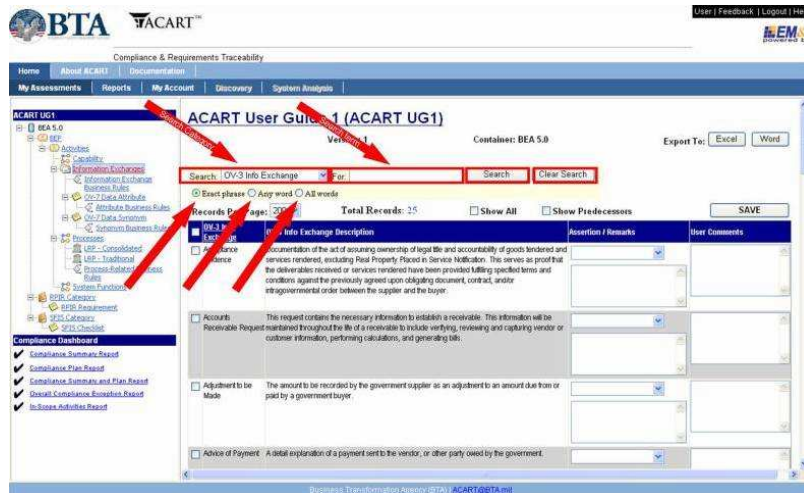
SFIS Resources: Standard Financial Information Structure Resources page

3.1.4 My Assessment List page menu options

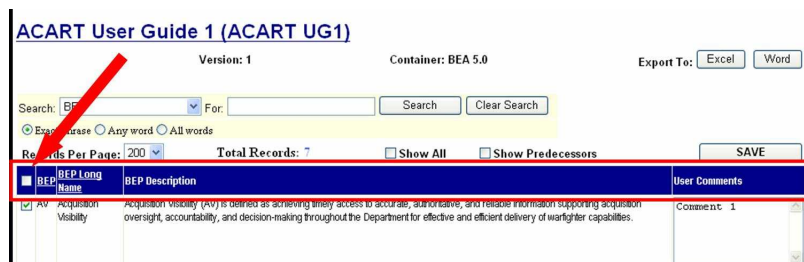
Once you are logged on, every ACART™ page includes (in addition to the **ABOUT ACART™**, **DOCUMENTATION** and **HELP** functions mentioned above) menu options for **MY ASSESSMENTS**, **REPORTS**, **MY ACCOUNT**, and links to **FEEDBACK** and **LOGOUT** functions.

1. You can access a different system assessment menu without logging off by selecting **MY ASSESSMENTS** on the toolbar.
2. You can run and print reports by navigating to the **REPORTS** page via the Reports tab.
3. You can change personal information or passwords by going to the **MY ACCOUNT** page.
4. The **FEEDBACK** link opens an email to the ACART™ Administrator.
5. Clicking on the **LOGOUT** link will return you to the **WELCOME TO ACART™ 4.0** page





Select all records quickly by clicking on the empty checkbox found in the blue banner at the top left side of the list. Deselect all by clicking on the box again to remove the check marks.

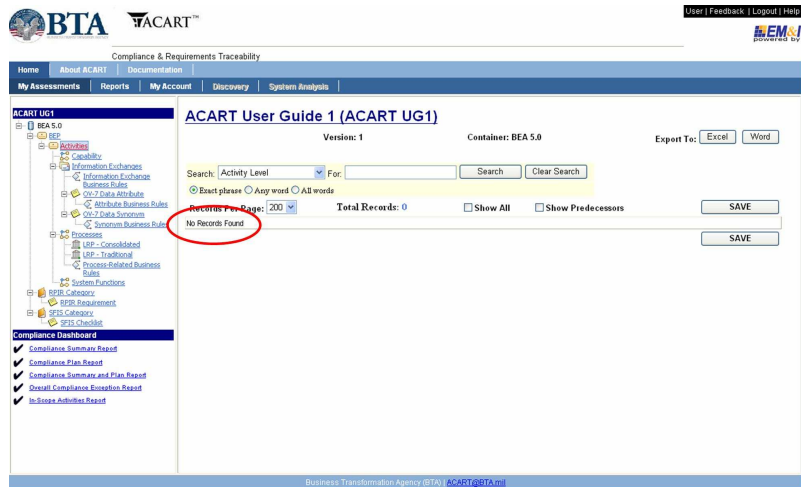


It is recommended that you check items on all ACART™ selection pages that appear similar or are closely related to the program. The Sieve process assures that there will be minimal duplication in the final report.

NOTE: *Save your work periodically before leaving the page.*

If you change screens without saving your work, all work in previous screens will be lost. If you move to the next page without saving your work, the system may display *No Records Found*.





To start over at any point during an assessment in ACART™, you can manually **CLEAR** and **SAVE** entries for each facet in the system.

ACART™ allows users to navigate to facets already completed. Once there, you can select, deselect and modify entries and notes. Keep in mind that only the latest saved version is retained by the system.

Note that the ACART™ Administrator maintains two weekly data backups so cleared data will be lost after two weeks.

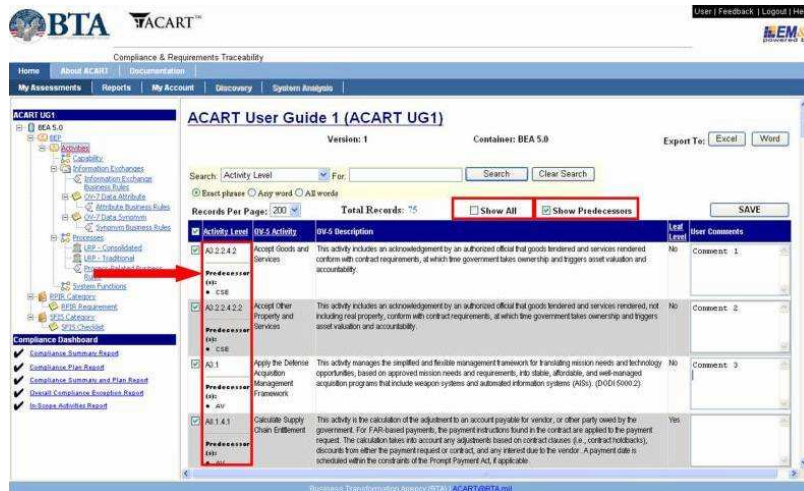
The **RECORDS PER PAGE** feature allows the user to view 25, 50, 100, 200, 500 or All records in that facet on one screen. ACART™ also displays how many records were returned through the Scoping/Assertion process. Remember to save all your work before navigating away from one page, or changing the records per page in the middle of an assessment, or all information entered will be lost.



Backward traceability provides a context for facets in the BEA by displaying parent facets. These parent facets appear when the **SHOW PREDECESSOR** check box is clicked. Save all work before checking the **SHOW PREDECESSOR** box or all work will be lost when the page refreshes.

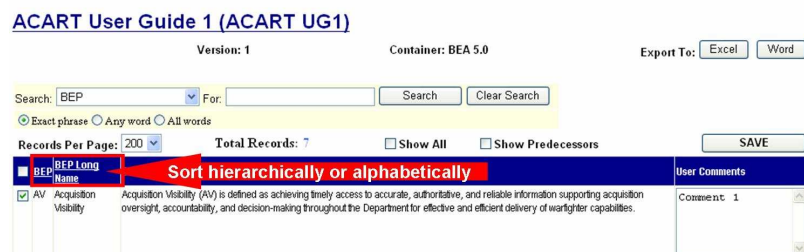
SHOW ALL displays all records, both selected and not selected.





Note that Laws, Regulations, and Policies (LRP) assertions at the Process level display all related LRP mappings for a process. However, assertion is required only once per process to discover all LRPs mapped to that process (you enter one check, one status and one estimated compliance date, if applicable). This selection is listed in the navigational structure as **CONSOLIDATED LRP**. The traditional method of asserting to every **LRP** is still available.

In the blue banner in the center of the page are labels for the columns (field names). You can display the list of artifacts in hierarchical order or alphabetical order by clicking on the underlined title in the column header.



3.1.6. Exporting Reports

You can display reports by using the **EXPORT TO: EXCEL** or **WORD** feature from any Scoping/Assertion page. For an accurate report, save all work before selecting the **EXCEL** or **WORD** buttons. This feature is explained in more detail in section **3.3 ACART Data Export and Reports**.



Reports can also be generated from the **REPORTS** page accessed from the **REPORT** tab in the toolbar at the top of most ACART™ pages. This function is explained in more detail in section **3.3 ACART Data Export and Reports**.



3.2. Scoping and Asserting in ACART™

The scenarios and examples that comprise this section demonstrate the full range of ACART™ functionality.

3.2.1 Overview of Assertion Process

We will walk through scenarios and provide examples of the IRB pre-certification process. ACART™ is structured to provide architecture analysis support across varied BEA facets, including the OV-5, OV-6a and others as shown on the **NAVIGATION** page. Refer to *Exhibit 2, ACART™ Navigation Structure* (page 5), to see the BEA facets as a set of hierarchical (nested) objects. While there are a number of paths that can be taken in completing the assertion process, the recommended navigational paths are outlined below. Assertion Paths 1, 2 & 3 comprise a complete and thorough system assessment; however you can complete them in any order. Please note that not all systems require Scoping of Capabilities or System Functions. These facets should be scoped only if they are applicable to your system.

Follow the Assertion Paths below to ensure a thorough system assessment:

Assertion Path #1

- Business Enterprise Priorities (BEPs)
 - ↕ [filter](#)
 - Activities
 - ↕ [filter](#)
 - OV-3 Information Exchange Requirements (IERs)
 - ↕ [filter](#)
 - Information Exchange Business Rules
 - OV-7 Data Attribute
 - ↕ [filter](#)
 - Data Attribute Business Rules
 - OV-7 Data Synonym
 - ↕ [filter](#)
 - Data Synonym Business Rules

Assertion Path #2

- Business Enterprise Priorities (BEPs)
 - ↕ [filter](#)
 - Activities
 - ↕ [filter](#)
 - OV-6c Processes
 - ↕ [filter](#)
 - LRP-Consolidated or LRP-Traditional



- OV-6a Process-related Business Rules

Assertion Path #3

- SFIS Categories
 - ↓ [filter](#)
 - SFIS Checklist

OR

- RPIR Category
 - ↓ [filter](#)
 - RPIR Requirements

Assertion Path #4

- Business Enterprise Priorities (BEPs)
 - ↓ [filter](#)
 - Activities
 - ↓ [filter](#)
 - Capabilities

OR

- System Function

3.2.2 Assertion Path #1

Process Overview: In this section, we will look at the tasks required to complete the top level of the Sieve process. First, we will select from among the BTA's six (6) Business Enterprise Priorities (BEPs) and an option to select All Enterprise Priorities. Then we will Scope the selected system (in this case, **ACART™ UG1**) within each facet that applies:

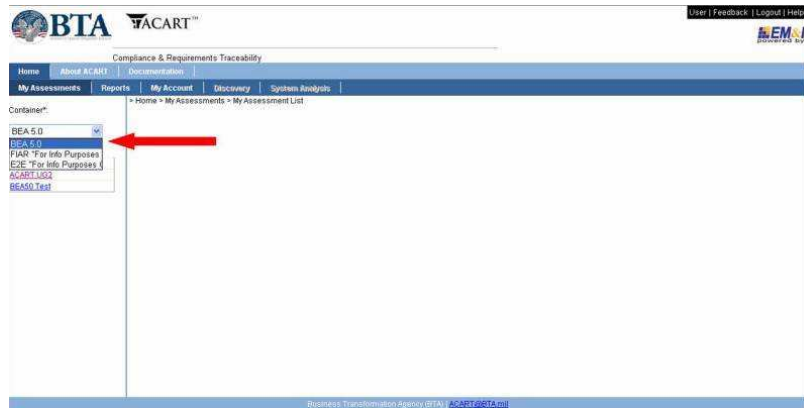
- Business Enterprise Priorities (BEPs)
 - ↓ [filter](#)
 - Activities
 - ↓ [filter](#)
 - OV-3 Information Exchange Requirements (IERs)
 - ↓ [filter](#)
 - Information Exchange Business Rules
 - OV-7 Data Attribute
 - ↓ [filter](#)
 - Data Attribute Business Rules
 - OV-7 Data Synonym
 - ↓ [filter](#)
 - Data Synonym Business Rules

NOTE: In order to see all Activities, we strongly recommend that you select all BEPs.

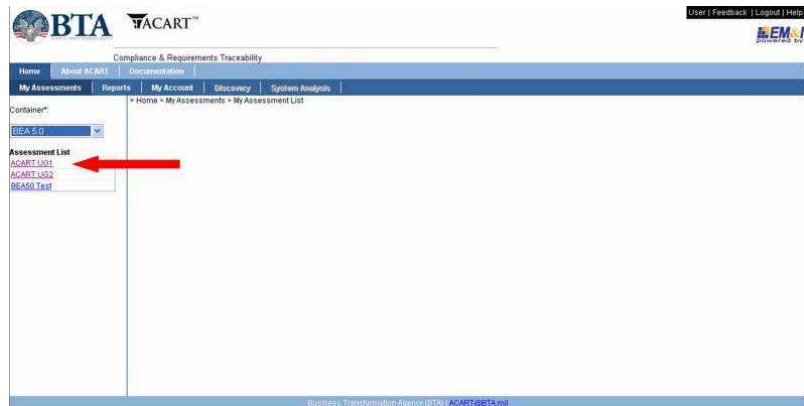
3.2.2.1 Scope Business Enterprise Priorities (BEPs)

- Step 1:** From the ACART™ **MY ASSESSMENT LIST** page, click on the drop down menu to select the appropriate container, in this case we will use the **BEA 5.0**.





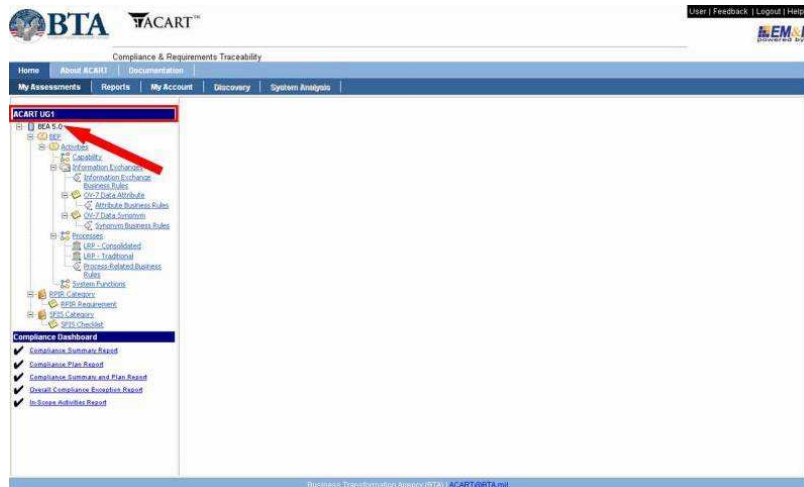
The list of systems available for your review is shown in the Assessment List box. Based on which container was selected, the systems in the list may change.



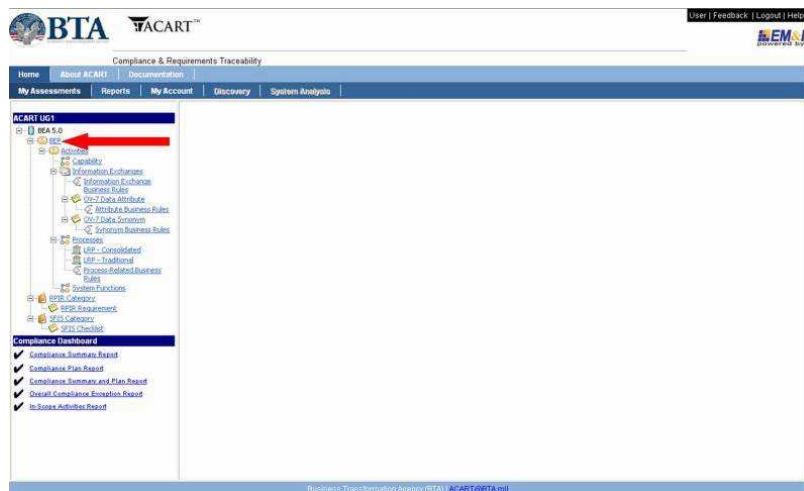
Step 2: Click on the name of the system assessment you want to select. In the example, we've selected the demonstration assessment system **ACART™ UG1**

The **ACART™ UG1 SYSTEM** home page displays. Notice that in the Navigation Structure there is a top-level container with the title *BEA 5.0*



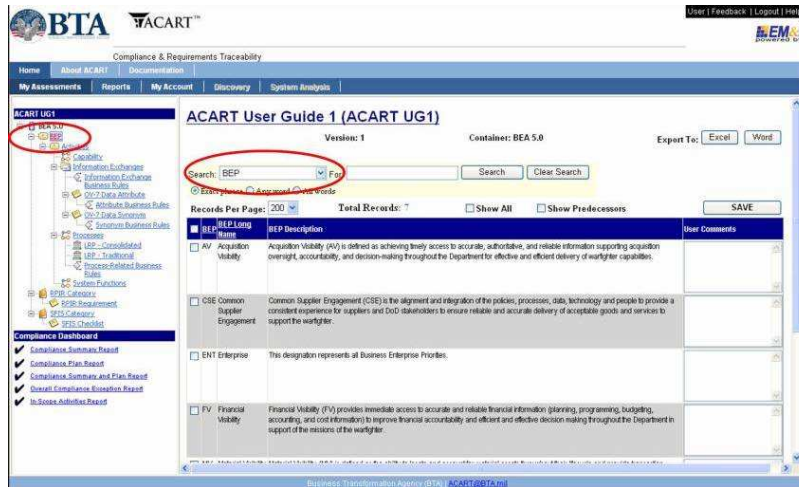


Step 3: Click the **BEP** icon



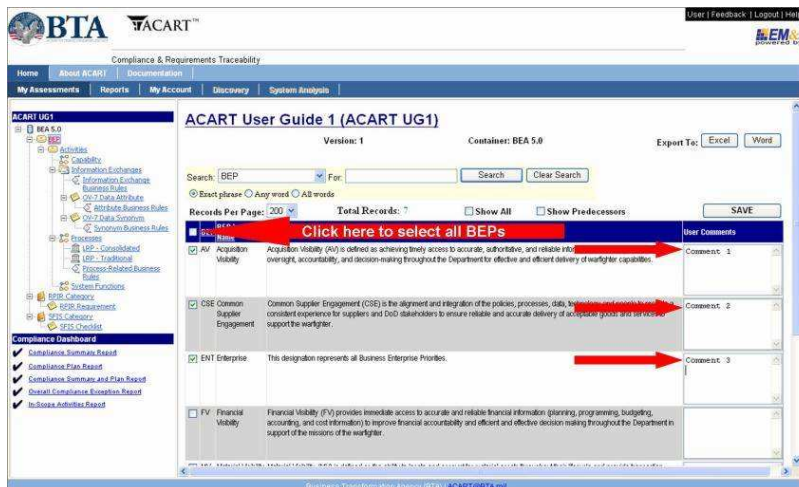
The **BEP SCOPING** page displays. This page contains the six (6) Business Enterprise Priorities: Acquisition Visibility, Common Supplier Engagement, Financial Visibility, Materiel Visibility, Personnel Visibility and Real Property Accountability, and an option to select all Enterprise Priorities.





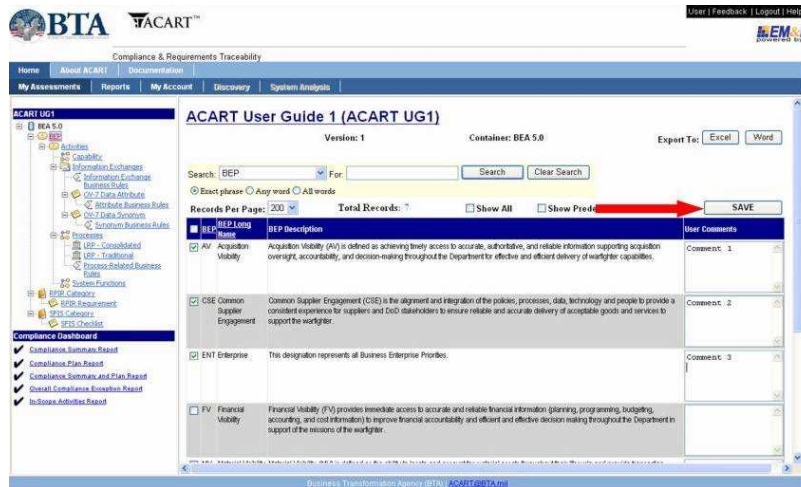
Step 4: Select the BEPs that apply to your system by clicking on the white check box to the left of the BEP name. It is highly recommended, that the first time you scope a system, you select **ALL BEPs**. This will ensure that all the applicable activities will be displayed.

The comments/notes section on the right allows you to explain the reason for your selection.



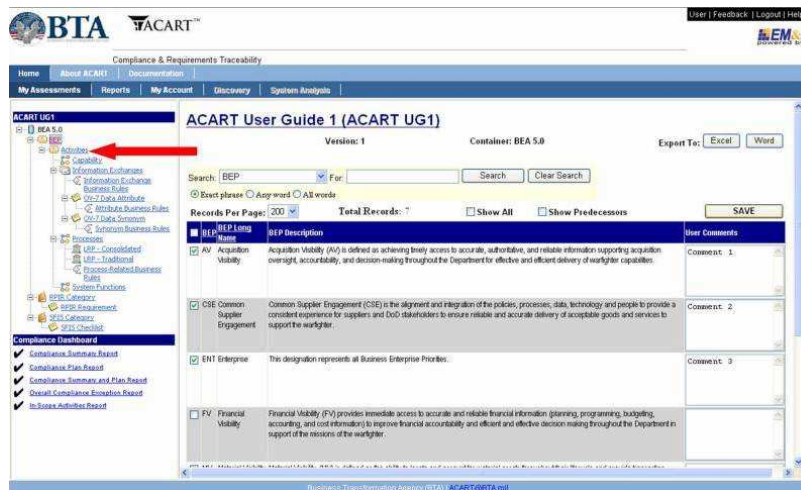
Step 5: When you are finished selecting and reviewing the **BEP SCOPING** page and entering relevant comments, click **SAVE**. If you do not save prior to navigating to the next screen you may receive a message stating “No Records Found.”





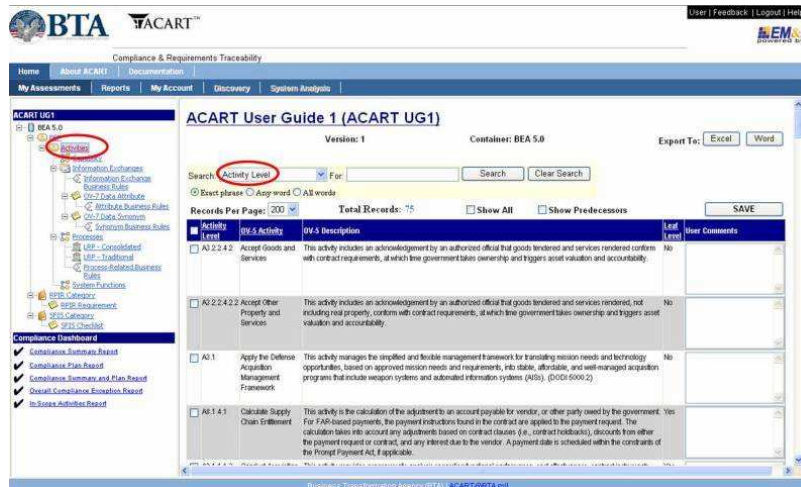
3.2.2.2 Scope Activities

Step 1: Find the **ACTIVITIES** link under BEP on the left side of the page, in the Navigational Structure. Click on **ACTIVITIES**.



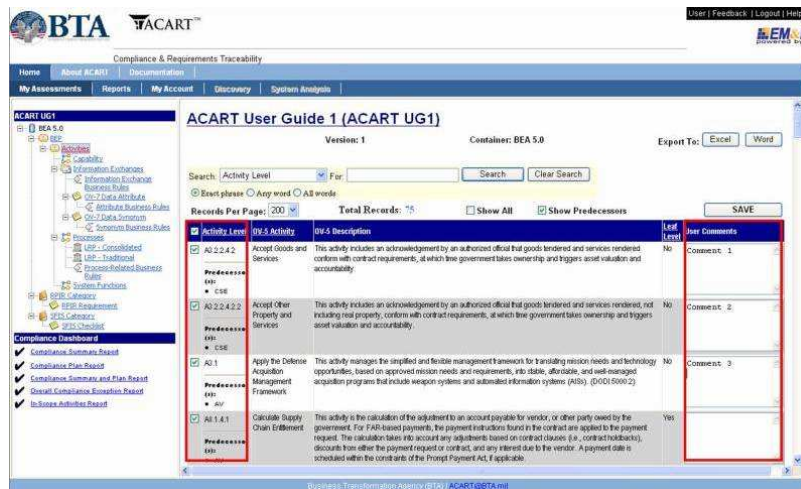
The **ACTIVITIES SCOPING** page displays. Note that only Activities related to the BEP(s) you selected will be shown. It lists all activities in the BEA OV-5, including descriptions.





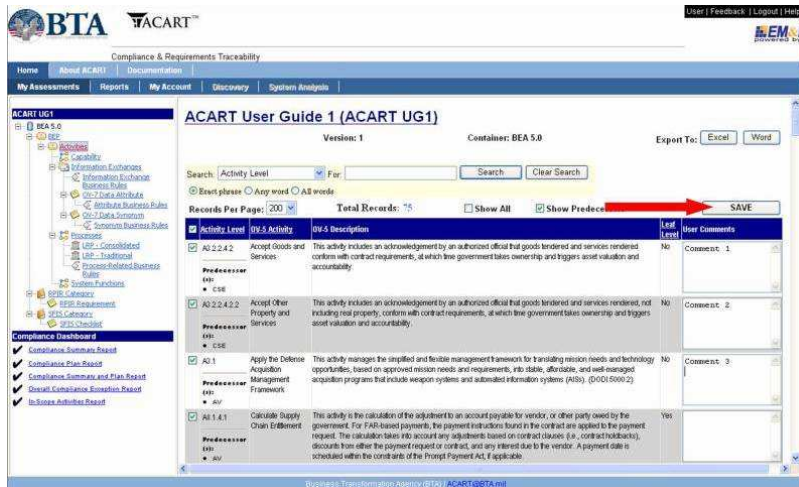
Step 2: Review the list by scrolling down to read each title and description. Check or uncheck statements as appropriate

The comments/notes section on the right allows you to explain the reason for your selection.



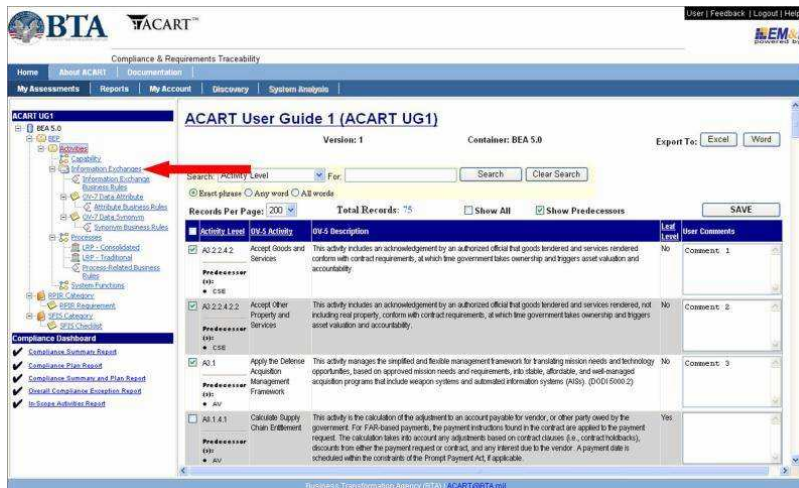
Step 3: When you are finished selecting/reviewing the **ACTIVITIES SCOPING** page, click **SAVE**.





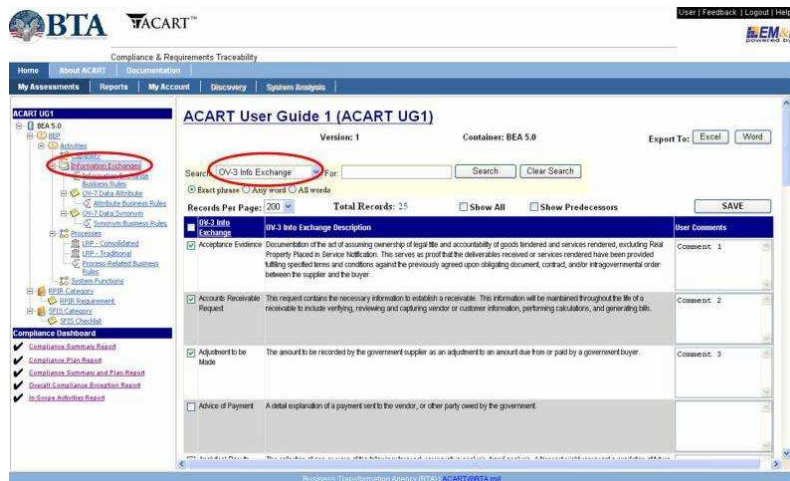
3.2.2.3 Scope Information Exchanges

Step 1: On the Navigation Structure, find the **INFORMATION EXCHANGES** link and click on it.

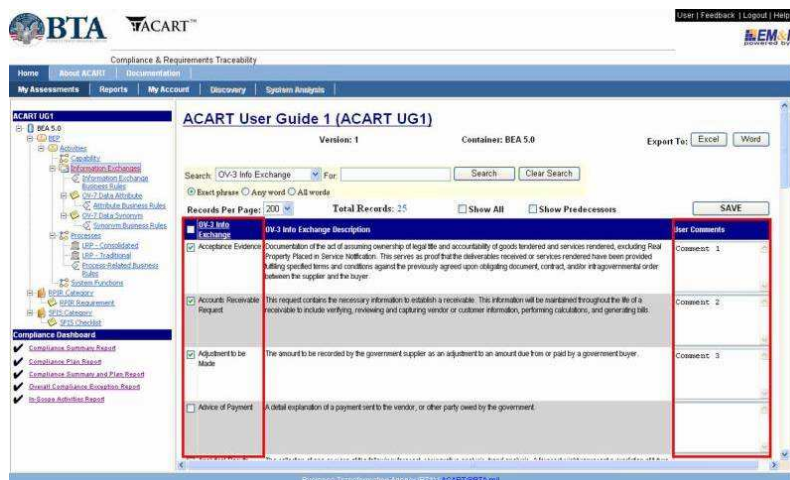


The **INFORMATION EXCHANGES SCOPING** page displays. It lists all BEA OV-3 information including descriptions.



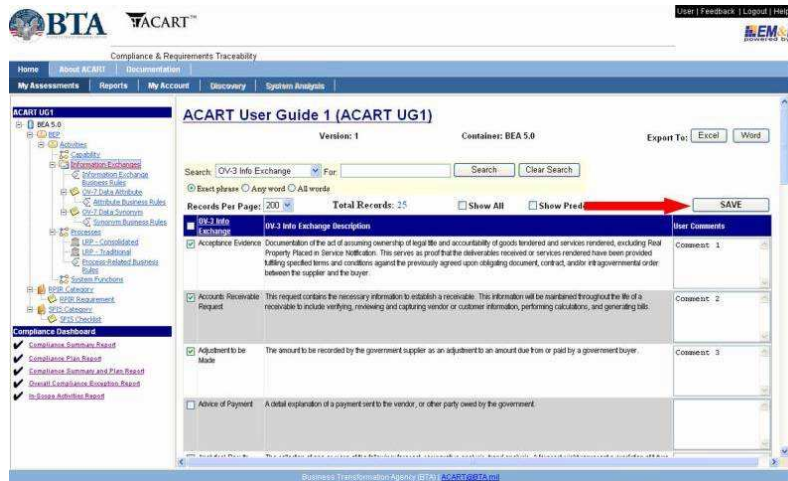


Step 2: On the **INFORMATION EXCHANGE SCOPING** page, review and select all items that are applicable to your system, and enter notes as appropriate.



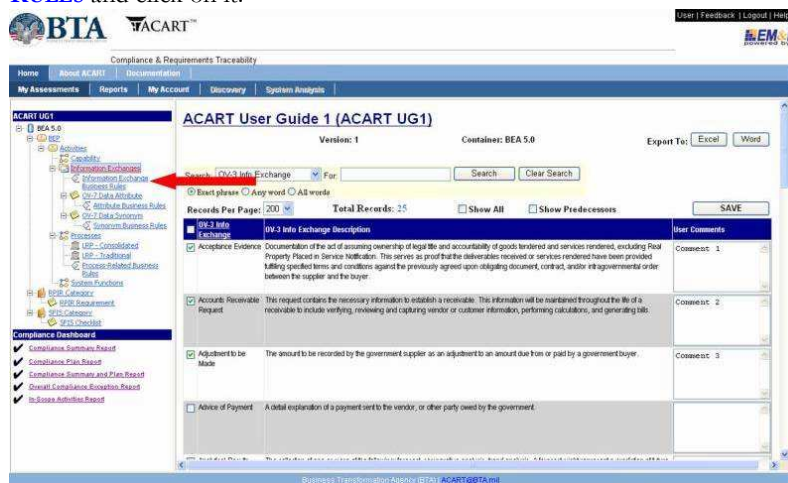
Step 3: When finished click **SAVE**. If you change screens without saving your work, all work in the previous screen will be lost.





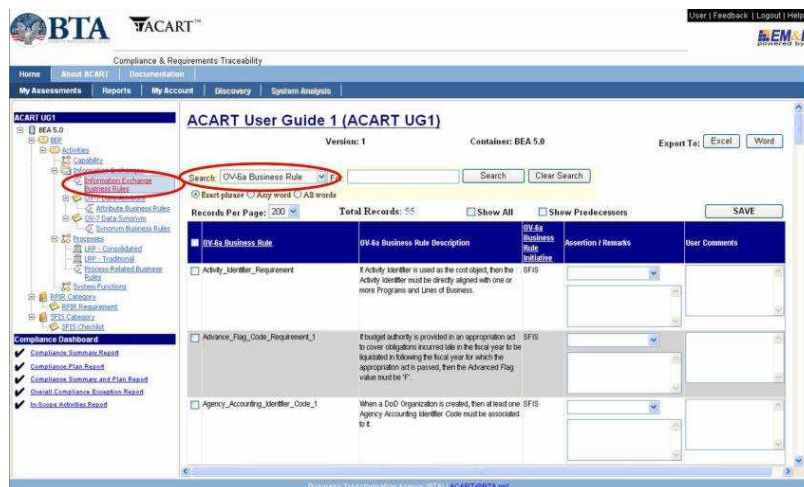
3.2.2.4 Assert Information Exchange Business Rules

Step 1: On the Navigational Structure, find **INFORMATION EXCHANGE BUSINESS RULES** and click on it.



The **INFORMATION EXCHANGE BUSINESS RULES** page displays. This page lists OV-6A Business Rules related to the Information Exchanges previously selected.

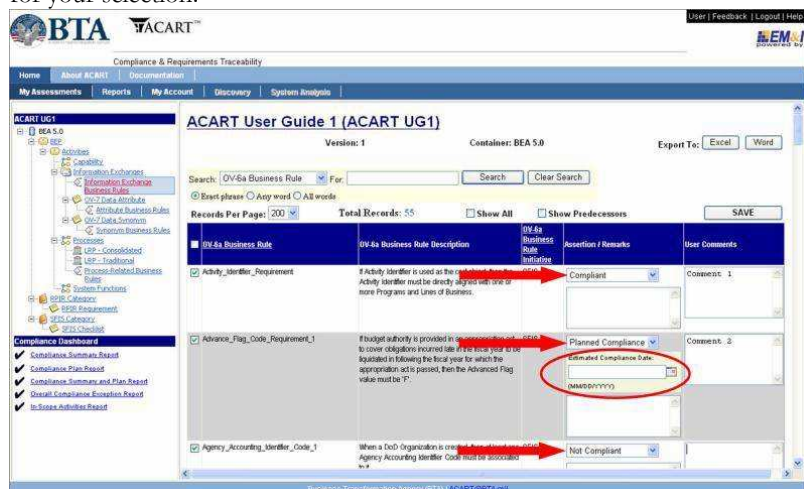




Step 2: Assert to Information Exchange Business Rules as either **Compliant**, **Planned Compliance** or **Not Compliant**.

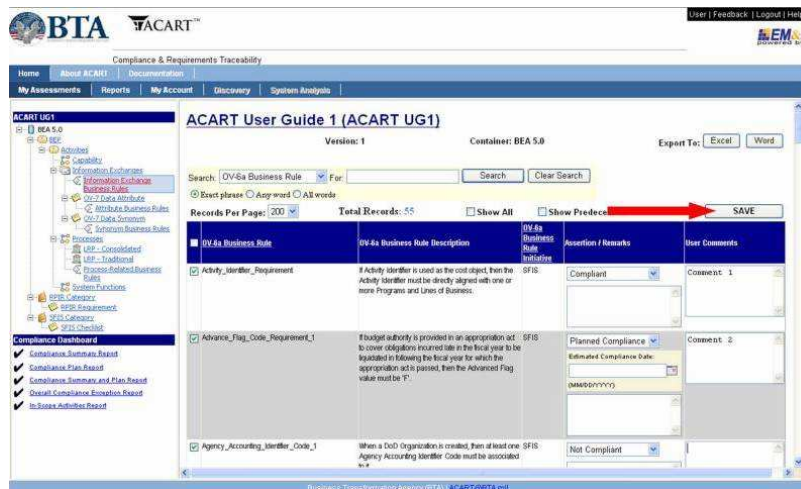
If **Planned Compliance** is selected, click on the calendar icon to select an estimated compliance date and enter remarks in the text box as appropriate.

The comments/notes section on the right allows you to explain the reason for your selection.



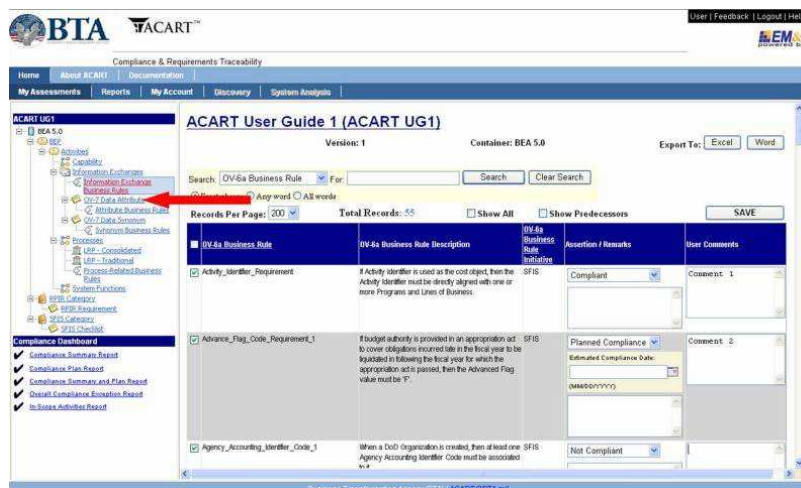
Step 3: **SAVE** your selections before moving on to the next page.





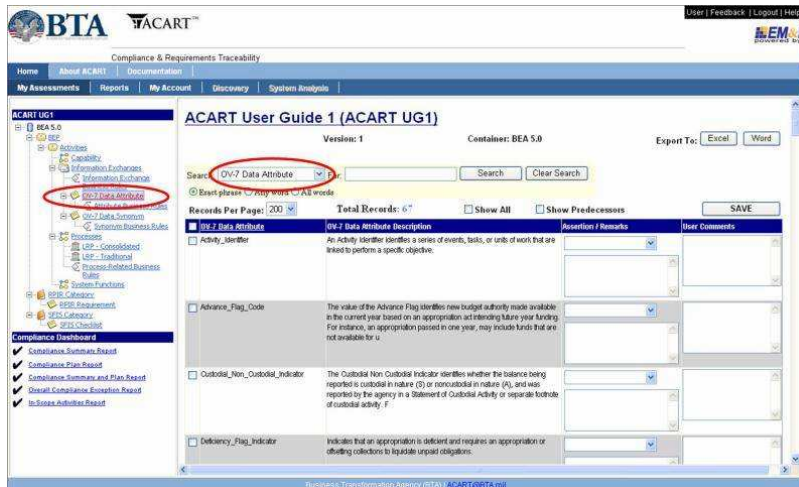
3.2.2.5 Assert Data Attributes

Step 1: On the Navigational Structure, find **DATA ATTRIBUTES** under Information Exchange Business Rules, and click on it.



The **DATA ATTRIBUTES ASSERTION** page displays. This page shows Data Attributes associated with the Activities and Information Exchanges you selected earlier. It lists all BEA OV-7 information including descriptions.

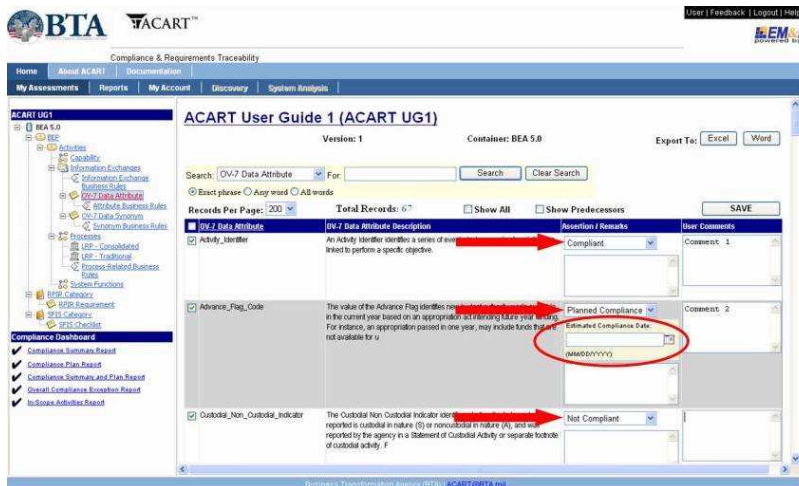




Step 2: As before, review the list of items which have been filtered through the navigation structure. Check the box next to the statement if it applies to the system, and assert whether the system is **Compliant**, **Planned Compliance**, or **Not Compliant**.

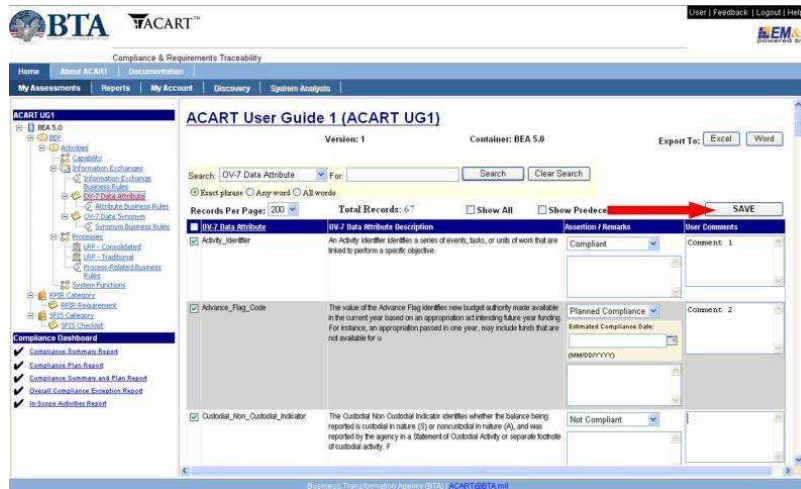
If **Planned Compliance** is selected, enter an estimated compliance date along with remarks to be included in the compliance plan.

The comments/notes section on the right allows you to explain the reason for your selection.



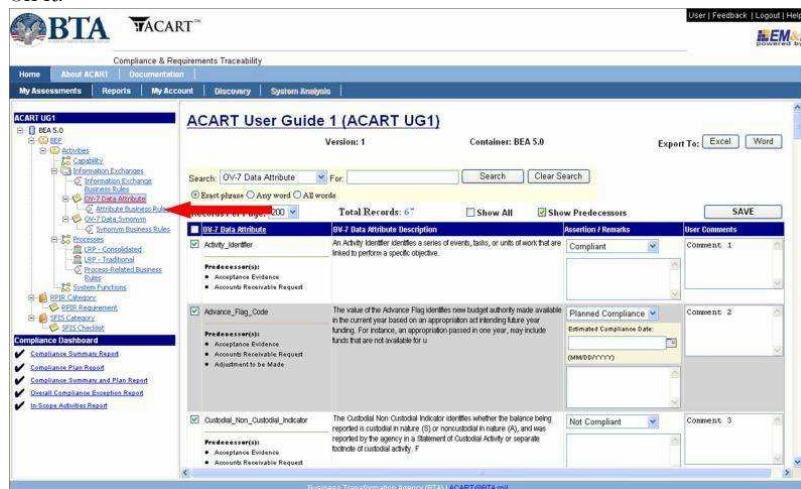
Step 3: When you are finished selecting/reviewing the **DATA ATTRIBUTES ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in the previous screen will be lost.





3.2.2.6 Assert Attribute Business Rules

Step 1: On the Navigational Structure, find **ATTRIBUTE BUSINESS RULES** and click on it.



The **ATTRIBUTE BUSINESS RULES** page displays. This page lists the OV-6a Business Rules filtered from the Data Attributes selected in the prior step.

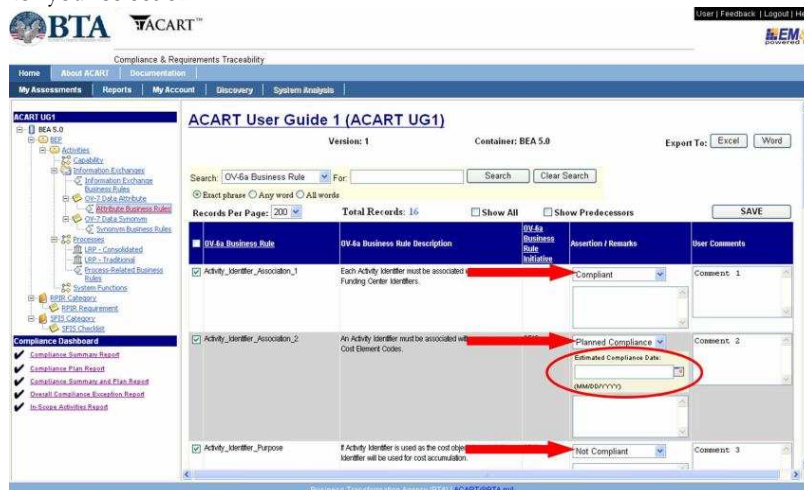




Step 2: Assert all applicable Attribute Business Rules by clicking on the white check boxes next to each item that applies to your system, and indicate whether that item is **Compliant**, **Planned Compliance**, or **Not Compliant**.

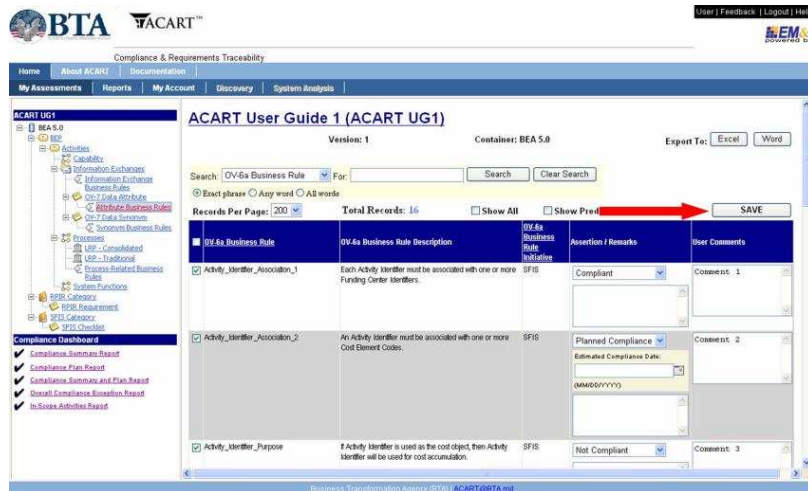
If **Planned Compliance** is selected, remember to click on the calendar icon to select an estimated date of compliance, and enter remarks in the text box as applicable.

The comments/notes section on the right allows you to explain the reason for your selection.



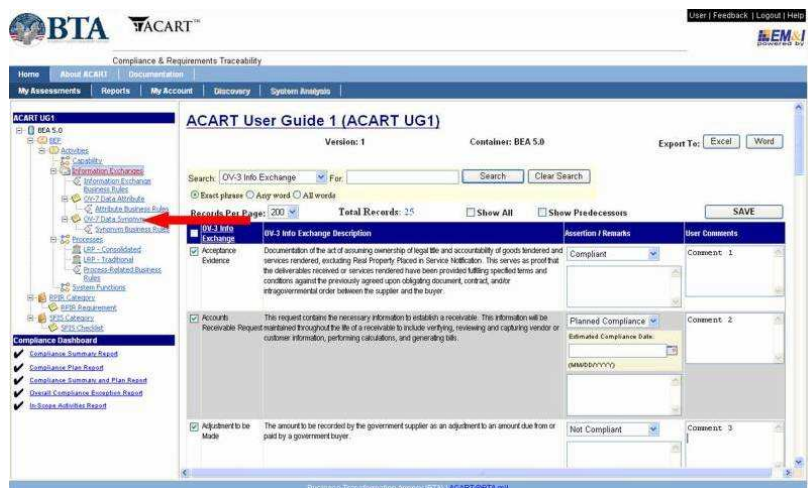
Step 3: When you are finished selecting/reviewing the **ATTRIBUTES BUSINESS RULES ASSERTION** page, click **SAVE**.





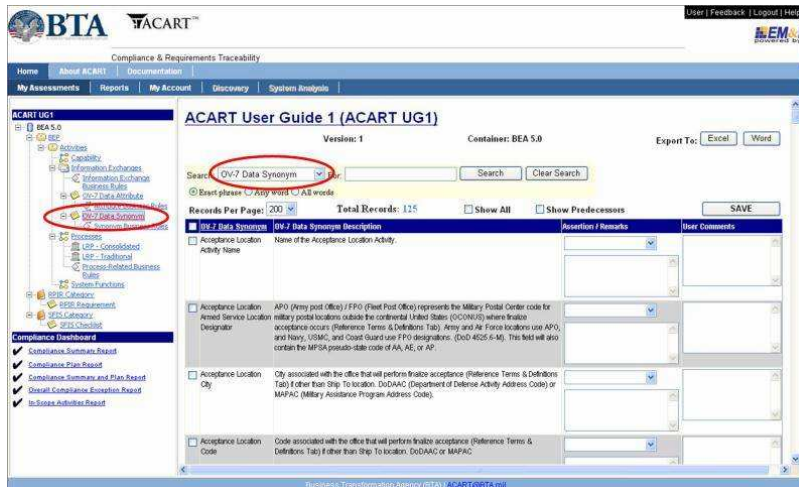
3.2.2.7 Assert Data Synonyms

Step 1: On the Navigational Structure, find **DATA SYNONYMS** under Information Exchanges, and click on it.



The **DATA SYNONYMS ASSERTION** page displays. This page shows Data Synonyms associated with the Activities and Information Exchanges you selected earlier. It lists all BEA OV-7 information including descriptions.

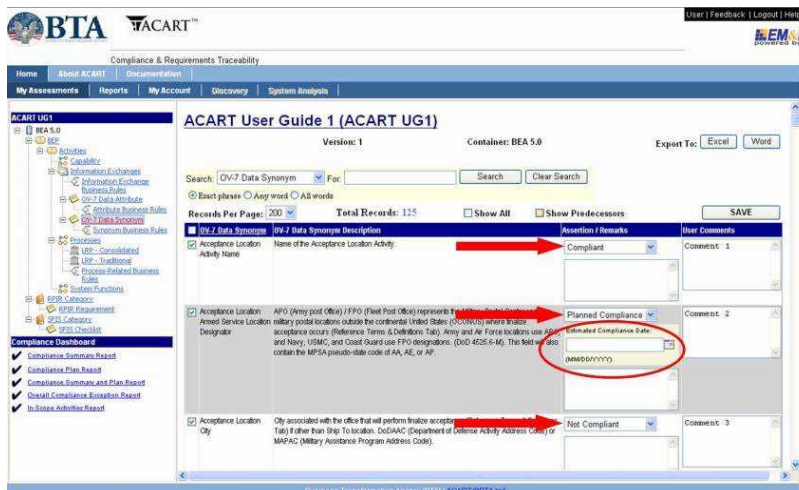




Step 2: As before, review the list of items which have been filtered through the navigation structure. Check the box next to the statement if it applies to the system, and assert whether the system is **Compliant**, **Planned Compliance**, or **Not Compliant**.

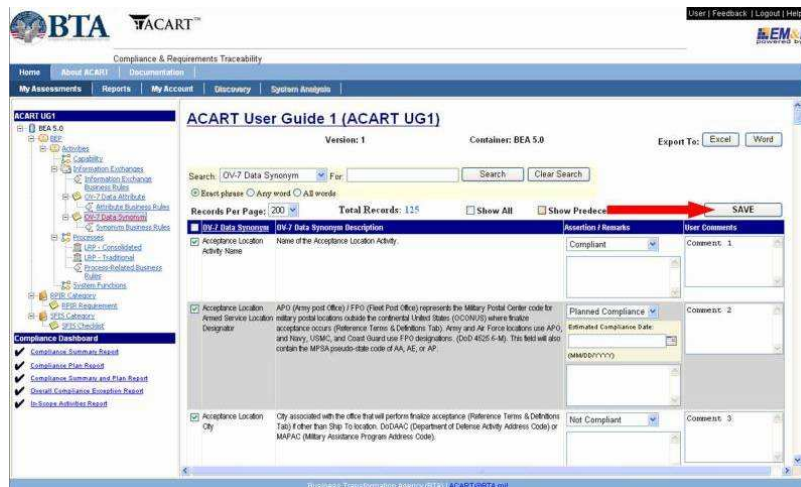
If **Planned Compliance** is selected, enter an estimated compliance date along with remarks to be included in the compliance plan.

The comments/notes section on the right allows you to explain the reason for your selection.



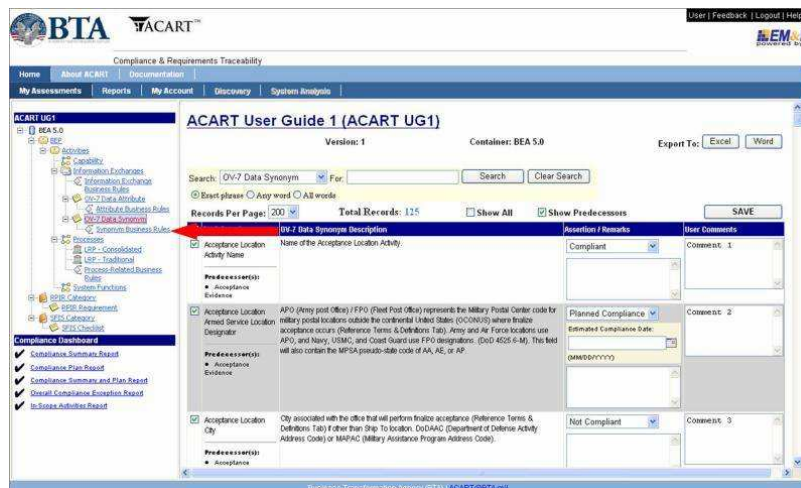
Step 3: When you are finished selecting/reviewing the **DATA SYNONYMS ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in the previous screen will be lost.





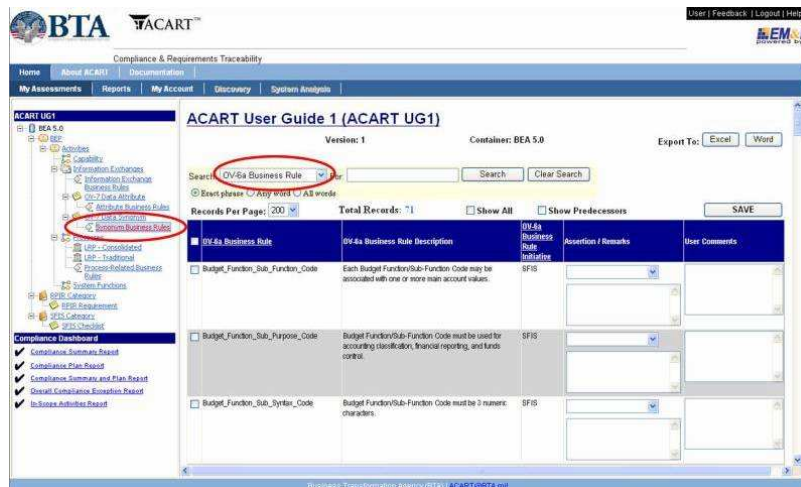
3.2.2.8 Assert Synonym Business Rules

Step 1: On the Navigational Structure, find **SYNONYM BUSINESS RULES** under Data Synonyms, and click on it.



The **SYNONYM BUSINESS RULES ASSERTION** page displays. This page shows Synonym Business Rules associated with the Data Synonyms you selected earlier.

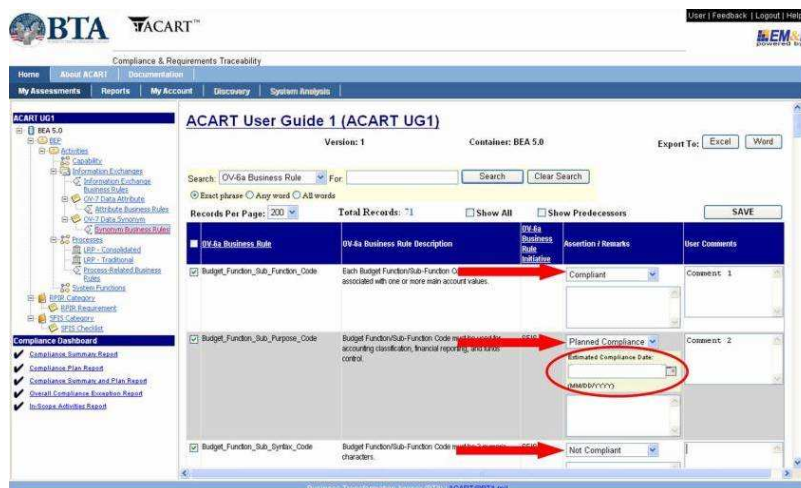




Step 2: As before, review the list of items which have been filtered through the navigation structure. Check the box next to the statement if it applies to the system, and assert whether the system is **Compliant**, **Planned Compliance**, or **Not Compliant**.

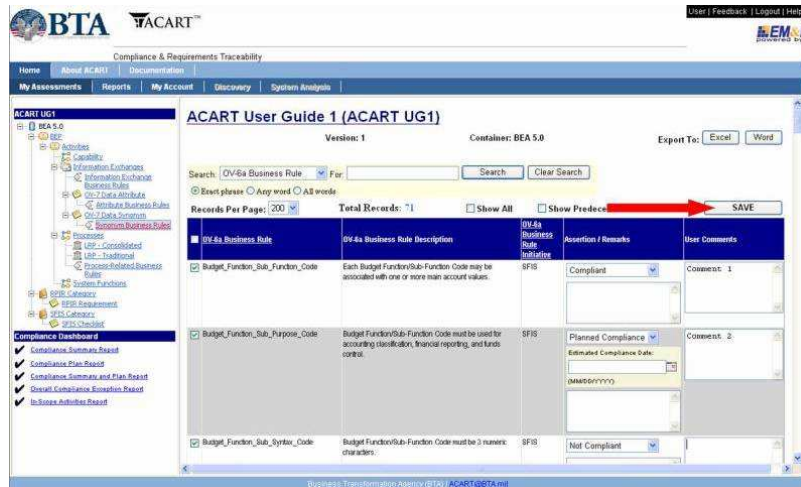
If **Planned Compliance** is selected, enter an estimated compliance date along with remarks to be included in the compliance plan.

The comments/notes section on the right allows you to explain the reason for your selection.



Step 3: When you are finished selecting/reviewing the **SYNONYM BUSINESS RULES ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in the previous screen will be lost.





3.2.3 Assertion Path #2

Process Overview: In this section, we will look at the tasks required to Scope and Assert to the Processes part of the Sieve. First, we will again select from among the BTA's six (6) Business Enterprise Priorities (BEPs) and the All Enterprise Priority option. Then we will Scope the selected system (in this case, **ACART™ UG1**) within each facet that applies:

- Business Enterprise Priorities (BEPs)
 - ↓ filter
 - Activities
 - ↓ filter
 - OV-6c Processes
 - ↓ filter
 - LRP-Consolidated or LRP-Traditional
 - OV-6a Process-related Business Rules

Note: In order to see all Activities, we strongly recommend that you select all BEPs.

3.2.3.1 Scope BEP(s)

Follow steps for Assertion Path #1, page 27, Section 3.2.2.1 .

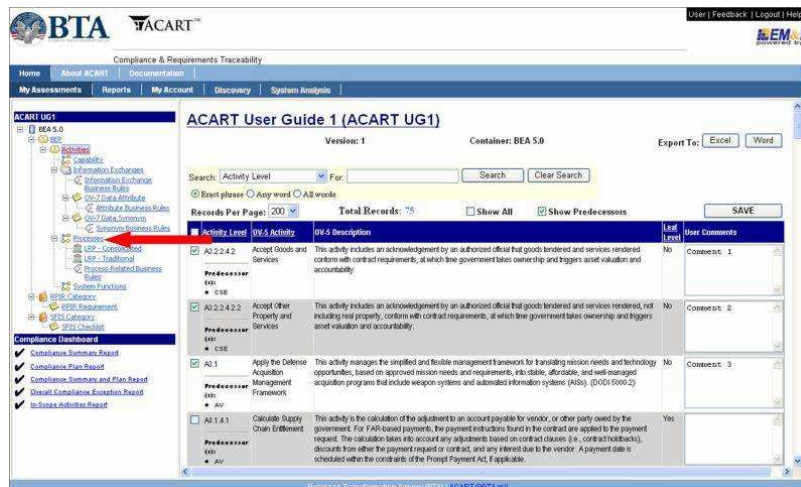
3.2.3.2 Scope Activities

Follow steps for Assertion Path #1, page 30, Section 3.2.2.2

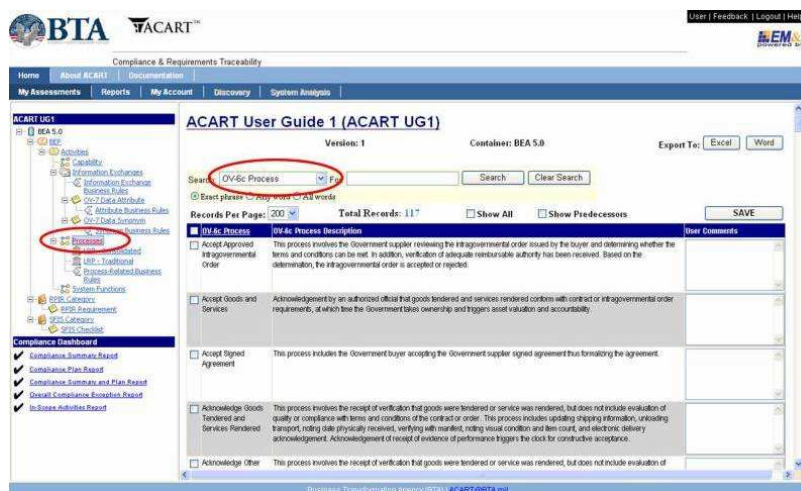
3.2.3.3 Scope Processes

Step 1: On the Navigation Structure, find the **PROCESSES** link and click on it.





The **PROCESSES SCOPING** page displays. This page lists the OV-6c processes filtered from the BEPs and Activities previously selected.



Step 2: Review the list of Processes by scrolling down to read each title and description. Select or deselect statements as appropriate

The comments/notes section on the right allows you to explain the reason for your selection.



Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: DV/SC Process For Search Clear Search

Export To: Excel Word

Records Per Page: 200 Total Records: 117 Show All Show Predecessors

Process	Description	User Comments
<input checked="" type="checkbox"/> Accept Approved Intragovernmental Order	This process involves the Government supplier reviewing the intragovernmental order issued by the buyer and determining whether the terms and conditions can be met. In addition, verification of adequate reimbursable authority has been received. Based on the determination, the intragovernmental order is accepted or rejected.	Comment: 1
<input checked="" type="checkbox"/> Accept Goods and Services	Acknowledgment by an authorized official that goods tendered and services rendered conform with contract or intragovernmental order requirements, at which time the Government takes ownership and triggers asset valuation and accountability.	Comment: 2
<input checked="" type="checkbox"/> Accept Signed Agreement	This process includes the Government buyer accepting the Government supplier signed agreement thus formalizing the agreement.	Comment: 3
<input type="checkbox"/> Acknowledge Goods Tendered and Services Rendered	This process involves the receipt of verification that goods were tendered or service was rendered, but does not include evaluation of quality or compliance with terms and conditions of the contract or order. This process includes updating shipping information, unloading transport, rolling date physically received, verifying with manifest, rolling visual condition and item count, and electronic delivery acknowledgement. Acknowledgement of receipt of evidence of performance triggers the clock for constructive acceptance.	
<input type="checkbox"/> Acknowledge Other	This process involves the receipt of verification that goods were tendered or service was rendered, but does not include evaluation of	

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Step 3: When you are finished selecting/reviewing the **PROCESSES SCOPING** page, click **SAVE**

Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: DV/SC Process For Search Clear Search

Export To: Excel Word

Records Per Page: 200 Total Records: 117 Show All Show Predecessors

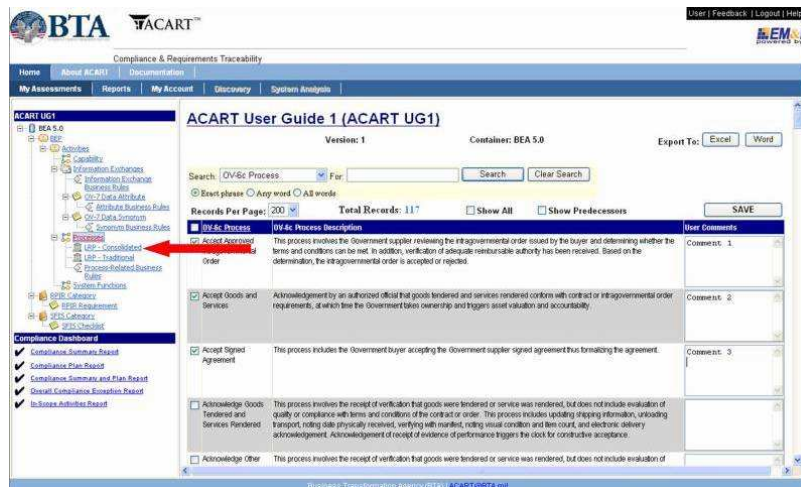
Process	Description	User Comments
<input checked="" type="checkbox"/> Accept Approved Intragovernmental Order	This process involves the Government supplier reviewing the intragovernmental order issued by the buyer and determining whether the terms and conditions can be met. In addition, verification of adequate reimbursable authority has been received. Based on the determination, the intragovernmental order is accepted or rejected.	Comment: 1
<input checked="" type="checkbox"/> Accept Goods and Services	Acknowledgment by an authorized official that goods tendered and services rendered conform with contract or intragovernmental order requirements, at which time the Government takes ownership and triggers asset valuation and accountability.	Comment: 2
<input checked="" type="checkbox"/> Accept Signed Agreement	This process includes the Government buyer accepting the Government supplier signed agreement thus formalizing the agreement.	Comment: 3
<input type="checkbox"/> Acknowledge Goods Tendered and Services Rendered	This process involves the receipt of verification that goods were tendered or service was rendered, but does not include evaluation of quality or compliance with terms and conditions of the contract or order. This process includes updating shipping information, unloading transport, rolling date physically received, verifying with manifest, rolling visual condition and item count, and electronic delivery acknowledgement. Acknowledgement of receipt of evidence of performance triggers the clock for constructive acceptance.	
<input type="checkbox"/> Acknowledge Other	This process involves the receipt of verification that goods were tendered or service was rendered, but does not include evaluation of	

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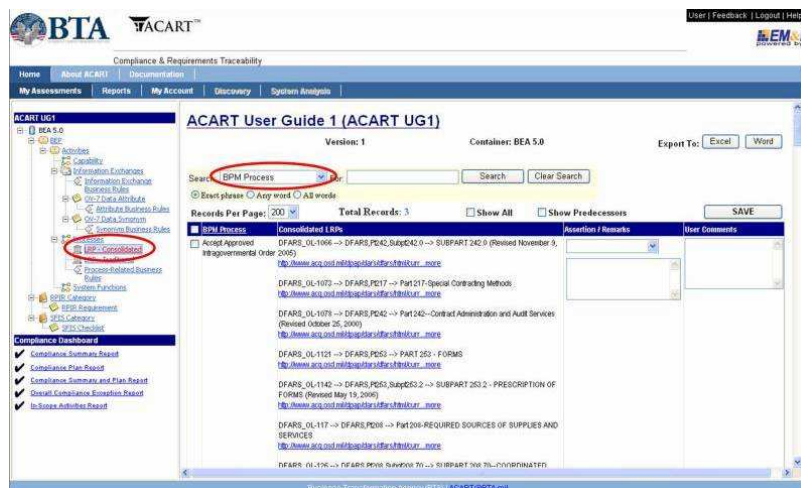
3.2.3.4 Assert to Consolidated Laws, Regulation and Policies (LRPs)

Step 1: On the Navigation Structure, select **LRP - CONSOLIDATED**.





The **LRP-CONSOLIDATED ASSERTION** page displays, which summarizes applicable BEA-related laws, regulations and policies at the process level. Each consolidated LRP is associated with one process. Use the links below each LRP to display specific LRP source information.



Step 2: Review the items and their descriptions, and then assert the LRPs at the process level.

For each process selected, document, in the assertions/remarks column, whether the entire LRP list is **Compliant**, **Planned Compliance**, or is **Not Compliant**, and provide an explanation in the notes section.

If **Planned-Compliance** is selected, enter an estimated compliance date along with remarks to be included in the compliance plan.



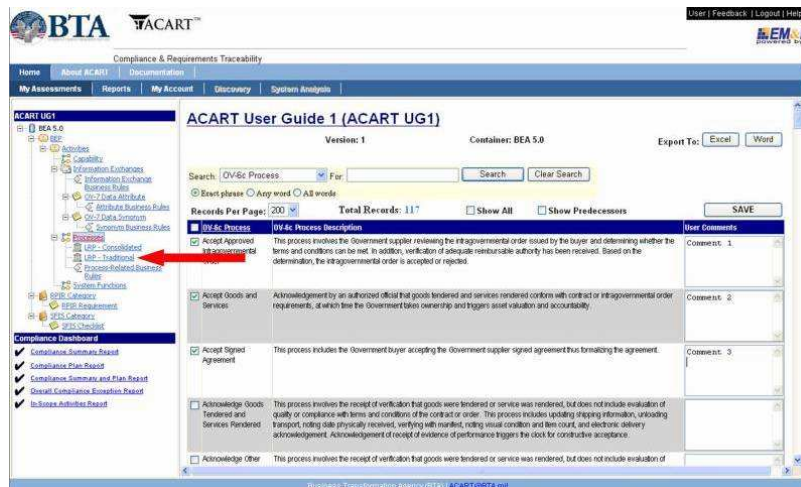
Step 3: When you are finished selecting/reviewing the **LRP-CONSOLIDATED ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in previous screens will be lost.

You can also Assert to LRP's via the Traditional method.

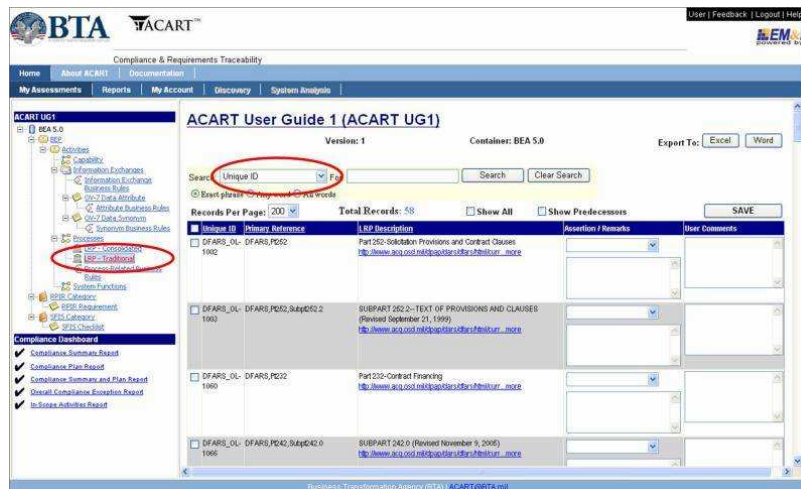
3.2.3.5 Assert to Laws, Regulations and Policies (LRPs) via the Traditional Method

Step 1: On the Navigation Structure select **LRP - TRADITIONAL**.





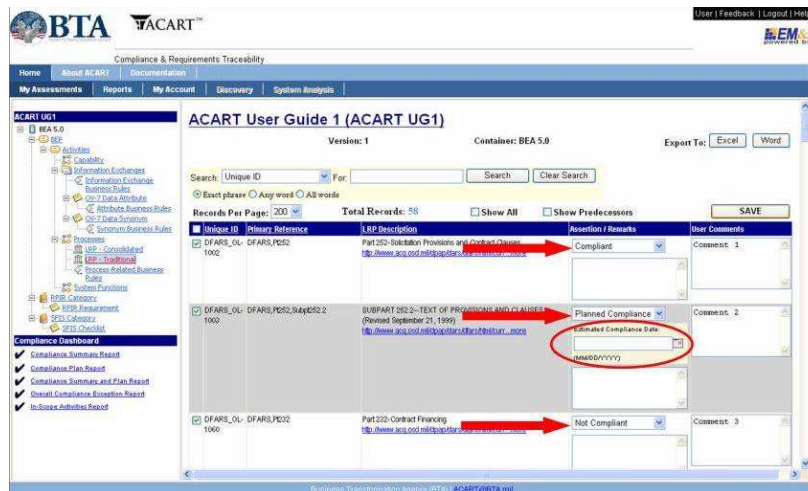
The **LRP-TRADITIONAL ASSERTION** page displays. By selecting the LRP-Traditional Assertion all applicable BEA-related laws, regulations and policies that impact the development of your system are displayed. Each LRP is associated with a previously selected process.



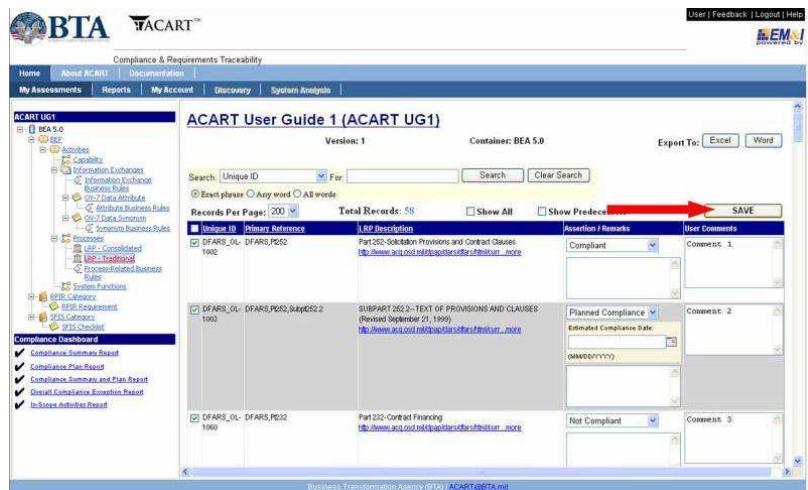
Step 2: You should review the items and their descriptions, and then select the LRPs that apply by clicking on the appropriate box. For each LRP selected, you must also document, in the assertions/remarks column, whether the entity is **Compliant**, **Planned Compliance**, or is **Not Compliant**, and provide an explanation in the notes section.

If **Planned-Compliance** is selected, enter an estimated compliance date and remarks to be used in the compliance plan.





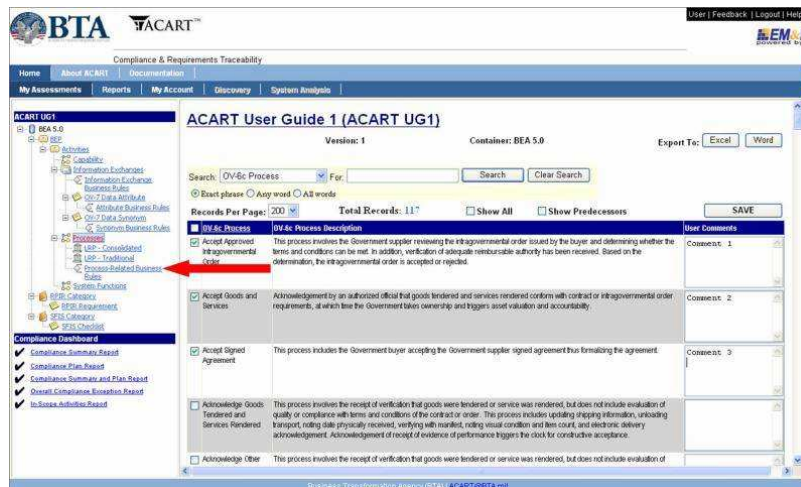
Step 3: When you are finished selecting/reviewing the **TRADITIONAL LRP ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in previous screens will be lost.



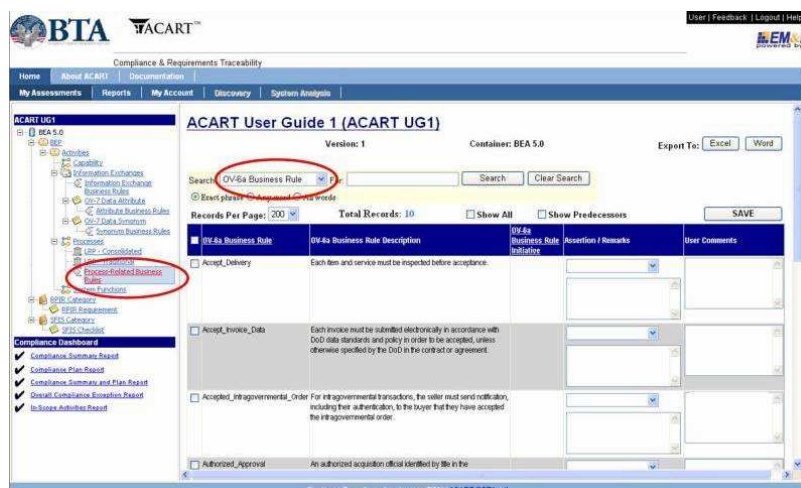
3.2.3.6 Assert to Process Related Business Rules

Step 1: On the Navigation Structure, select **PROCESS-RELATED BUSINESS RULES**.





The **PROCESS-RELATED BUSINESS RULES ASSERTION** page displays. This page lists all Process Related Business Rules filtered from the Processes previously selected.

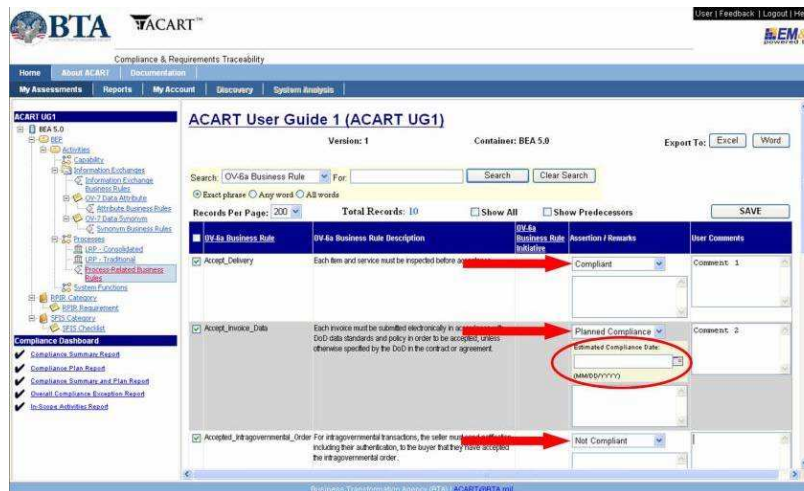


Step 2: Review the items and their descriptions, and then assert the Business Rules at the process level.

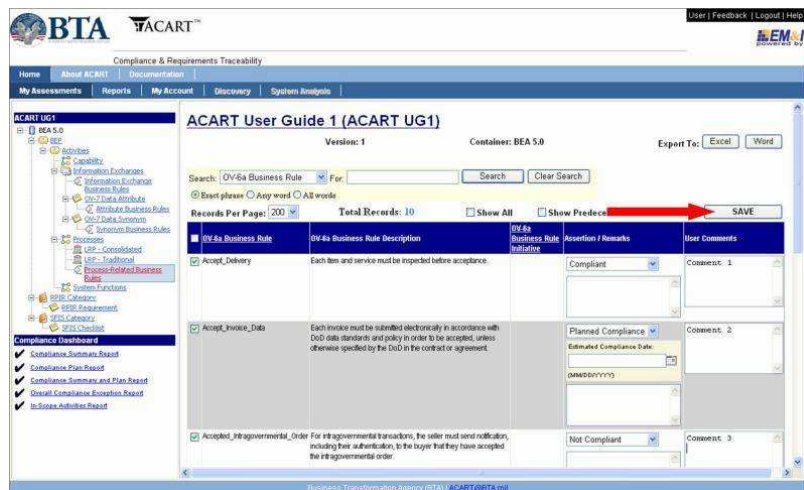
For each process selected, document, in the assertions/remarks column, whether the Business Rule is **Compliant**, **Planned Compliance**, or is **Not Compliant**, and provide an explanation in the notes section.

If **Planned-Compliance** is selected, enter an estimated compliance date along with remarks to be included in the compliance plan.





Step 3: When you are finished selecting/reviewing the **PROCESS RELATED BUSINESS RULES ASSERTION** page, click **SAVE**. If you change screens without saving your work, all work in previous screens will be lost



3.2.4 Assertion Path #3

Process Overview: In this section, we will look at the tasks required to Scope and Assert to the Standard Financial Information Structure (SFIS) and the Real Property Inventory Requirements (RPIR). First, we will navigate to the SFIS Category facet, choose relevant SFIS categories, and then assert to the SFIS checklist identifying if the items are Compliant, Not Compliant or if there is a Planned Compliance with the architecture. Next we will open the RPIR Categories facet and choose relevant items on that page, then Assert to the RPIR Requirements as appropriate.

- SFIS Categories
 - ↓ filter
 - SFIS Checklist

OR

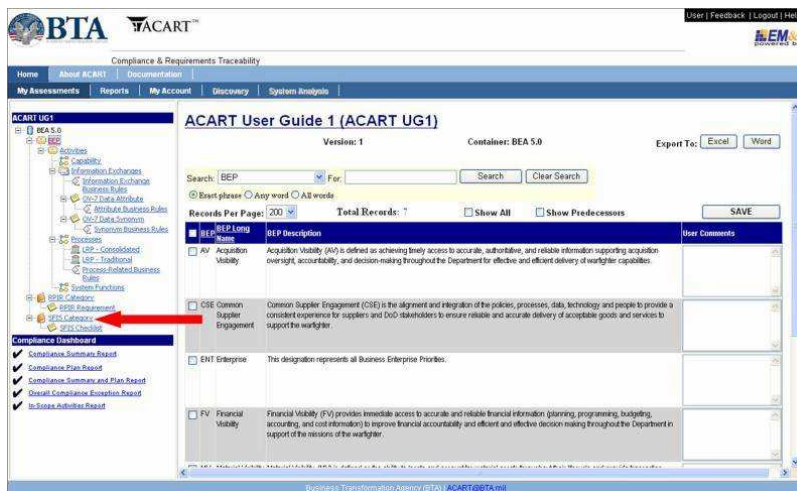
- RPIR Category
 - ↓ filter



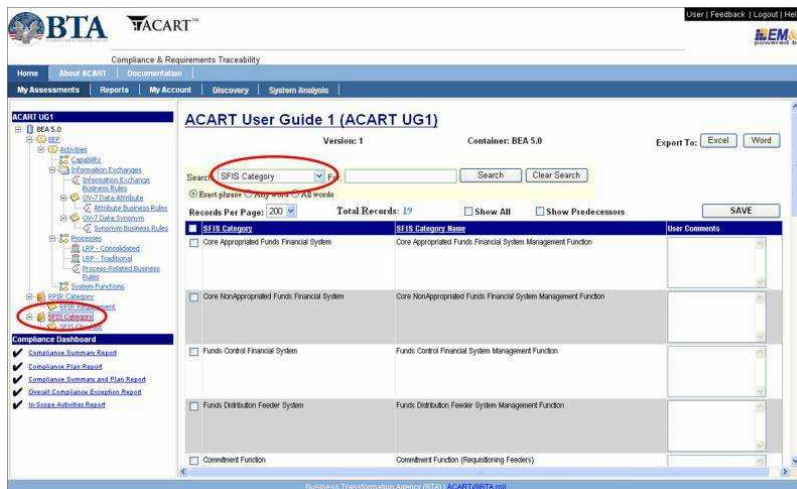
- RPIR Requirements

3.2.4.1 Scope Standard Financial Information Structure (SFIS) Categories

Step 1: Select **SFIS CATEGORY** facet in the Navigation Structure.



The **SFIS CATEGORY** page displays.



Step 2: Click on the checklist you want to review. You can choose to review the entire SFIS checklist or a specific category: Categories include:

- Accounts Payable
- Billing Feeder
- Collection Feeder
- Commitment Function
- Core Appropriated
- Core Non Appropriated
- Debt Management Feeder System
- Funds Control



- Funds Distribution
- Job/Work Order
- Loan Guarantee Feeder
- Obligating Function
- Outlay/Disbursement
- Payroll Feeder
- PP&E, Supply, Inventory
- Travel Feeder
- Trust Fund

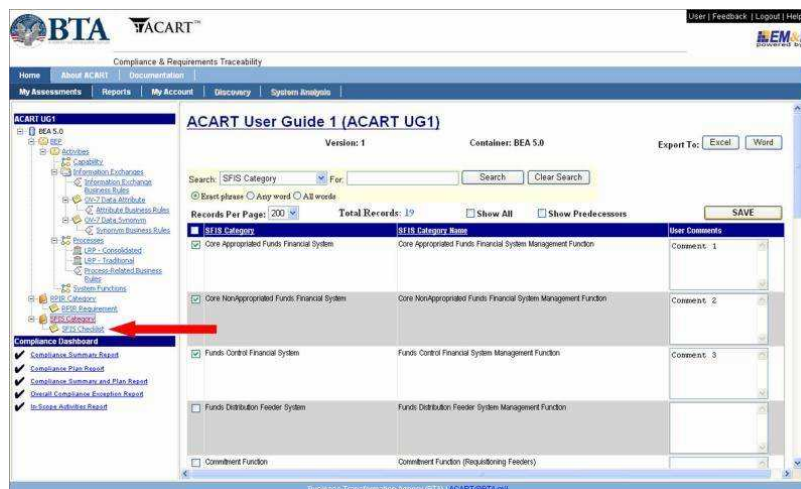
Select all categories that apply to your system and enter comments as appropriate.

Step 3: When you are finished selecting SFIS categories, click **SAVE**.

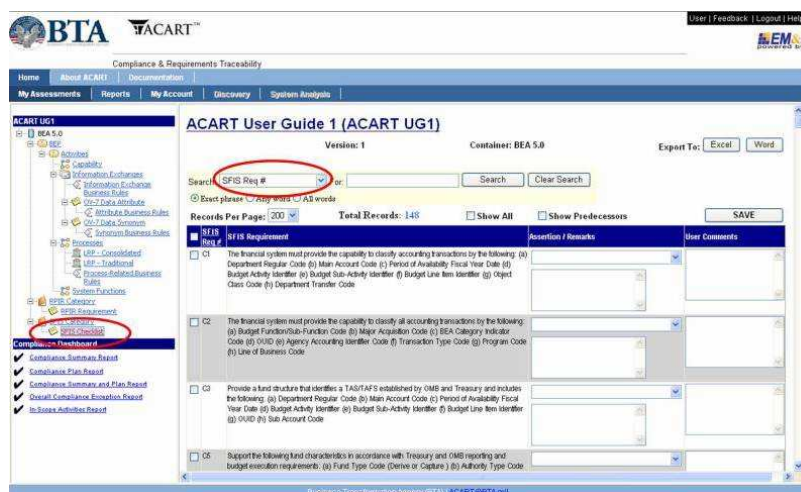
3.2.4.2 Scope and Assert SFIS Compliance

Step 1: In the Navigation Structure find the **SFIS CHECKLIST** link and click on it.





The detailed **SFIS CHECKLIST** displays.



Step 2: Review the checklist items and their descriptions; then click the box for items that apply to the **ACART™ UG1** or the system you are reviewing.

Determine whether the item is **Compliant**, **Planned Compliance**, or is **Not Compliant**, and click on the appropriate option in the drop down compliance menu.

If **Planned Compliance** is selected, enter an estimated date of compliance and comments related to the compliance plan.

Add comments related to the SFIS facet if necessary.



Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: SFIS Req # For Search Clear Search

Exact phrase Any word All words

Records Per Page: 200 Total Records: 148 Show All Show Predecessors

BEIS Req #	SFIS Requirement	Assertion / Remarks	User Comments
C1	The financial system must provide the capability to classify accounts by the following: (a) Department Regular Code (b) Main Account Code (c) Period of Availability Fiscal Year Code (d) Budget Activity Identifier (e) Budget Sub-Activity Identifier (f) Budget Line Item Identifier (g) Object Class Code (h) Department Transfer Code	Compliant	Comment: 1
C2	The financial system must provide the capability to classify all accounting transactions by the following: (a) Budget Function/Sub-Function Code (b) Major Acquisition Code (c) BEA Category Indicator Code (d) OUID (e) Agency Accounting Identifier Code (f) Transaction Type Code (g) Program Code (h) Line of Business Code	Planned Compliance/Comment Req	Comment: 2
C3	Provide a fund structure that identifies a TASITAFS established by OMB and Treasury and includes the following: (a) Department Regular Code (b) Main Account Code (c) Period of Availability Fiscal Year Code (d) Budget Activity Identifier (e) Budget Sub-Activity Identifier (f) Budget Line Item Identifier (g) OUID (h) Sub Account Code	Not Compliant	Comment: 3

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Step 3: Complete all items, and then press **SAVE**.

Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: SFIS Req # For Search Clear Search

Exact phrase Any word All words

Records Per Page: 200 Total Records: 148 Show All Show Predecessors

BEIS Req #	SFIS Requirement	Assertion / Remarks	User Comments
C1	The financial system must provide the capability to classify accounts by the following: (a) Department Regular Code (b) Main Account Code (c) Period of Availability Fiscal Year Code (d) Budget Activity Identifier (e) Budget Sub-Activity Identifier (f) Budget Line Item Identifier (g) Object Class Code (h) Department Transfer Code	Compliant	Comment: 1
C2	The financial system must provide the capability to classify all accounting transactions by the following: (a) Budget Function/Sub-Function Code (b) Major Acquisition Code (c) BEA Category Indicator Code (d) OUID (e) Agency Accounting Identifier Code (f) Transaction Type Code (g) Program Code (h) Line of Business Code	Planned Compliance/Comment Req	Comment: 2
C3	Provide a fund structure that identifies a TASITAFS established by OMB and Treasury and includes the following: (a) Department Regular Code (b) Main Account Code (c) Period of Availability Fiscal Year Code (d) Budget Activity Identifier (e) Budget Sub-Activity Identifier (f) Budget Line Item Identifier (g) OUID (h) Sub Account Code	Not Compliant	Comment: 3

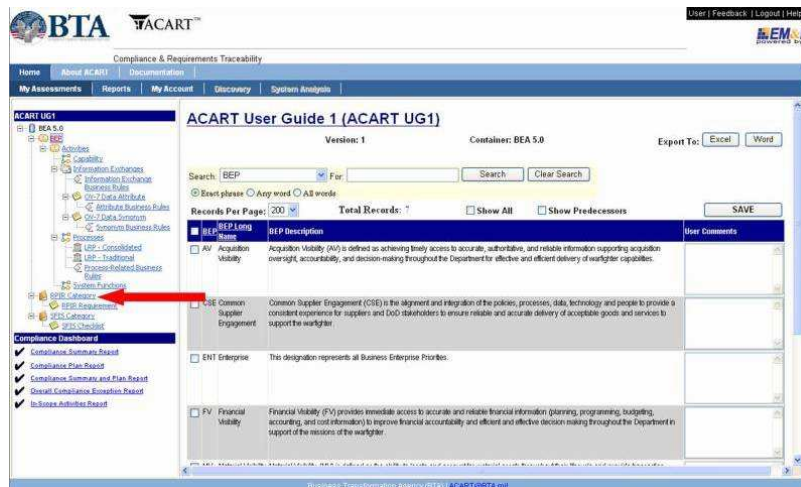
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Or you may need to Scope and Assert to RPIR Category and RPIR Requirements

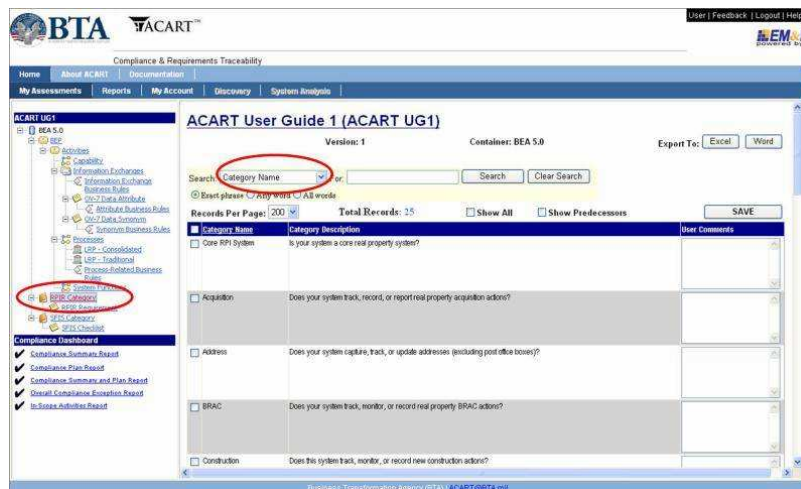
3.2.4.3. Scope Real Property Inventory Requirements (RPIR)

Step 1: Select **RPIR CATGORY** facet in the Navigation Structure.





The RPIR CATEGORY page displays.



Step 2: Click on the checklist you want to review. Select all categories that apply to your system and enter comments as appropriate.



ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0 Export To: Excel Word

Search: Category Name For Search Clear Search

Records Per Page: 200 Total Records: 25 Show All Show Predecessors

Category Name	Category Description	User Comments
<input checked="" type="checkbox"/> Core RPI System	Is your system a core real property system?	Comment: 1
<input checked="" type="checkbox"/> Acquisition	Does your system track, record, or report real property acquisition actions?	Comment: 2
<input checked="" type="checkbox"/> Address	Does your system capture, track, or update addresses (excluding post office boxes)?	Comment: 3
<input type="checkbox"/> BRAC	Does your system track, monitor, or record real property BRAC actions?	
<input type="checkbox"/> Construction	Does this system track, monitor, or record new construction actions?	

SAVE

Step 3: When you are finished selecting RPIR categories, click **SAVE**.

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0 Export To: Excel Word

Search: Category Name For Search Clear Search

Records Per Page: 200 Total Records: 25 Show All Show Predecessors

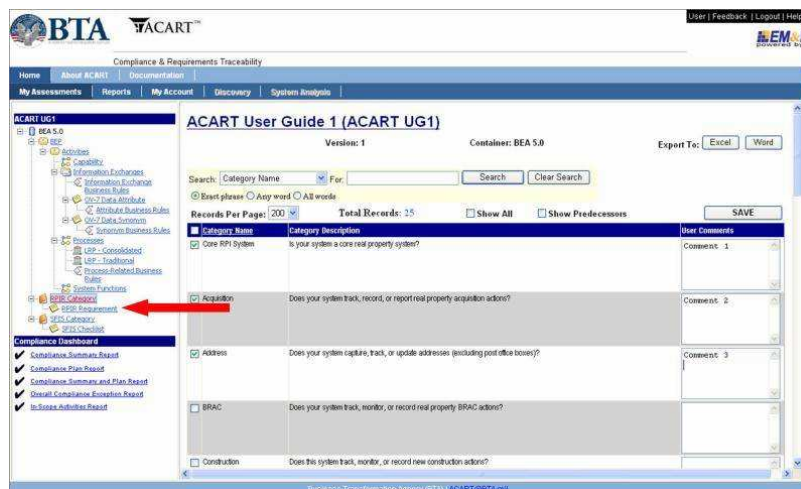
Category Name	Category Description	User Comments
<input checked="" type="checkbox"/> Core RPI System	Is your system a core real property system?	Comment: 1
<input checked="" type="checkbox"/> Acquisition	Does your system track, record, or report real property acquisition actions?	Comment: 2
<input checked="" type="checkbox"/> Address	Does your system capture, track, or update addresses (excluding post office boxes)?	Comment: 3
<input type="checkbox"/> BRAC	Does your system track, monitor, or record real property BRAC actions?	
<input type="checkbox"/> Construction	Does this system track, monitor, or record new construction actions?	

SAVE

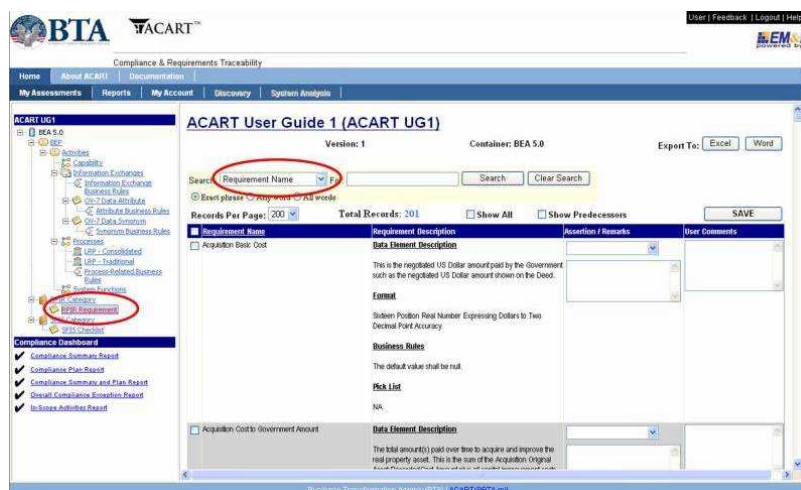
3.2.4.4. Scope and Assert RPIR Compliance

Step 1: In the Navigation Structure find the **RPIR REQUIREMENT** link and click on it.





The detailed RPIR REQUIREMENTS page displays.



Step 2: Review the items and their descriptions; then click the box for items that apply to the system you are reviewing.

Determine whether the item is **Compliant**, **Planned Compliance**, or is **Not Compliant**, and click on the appropriate option in the drop down compliance menu.

If **Planned Compliance** is selected, enter an estimated date of compliance and comments related to the compliance plan.

Add comments related to the RPIR Requirement as appropriate.



Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: Requirement Name For: Search Clear Search

Records Per Page: 200 Total Records: 201 Show All Show Predecessors

Requirement Name	Requirement Description	Assertion / Remarks	User Comments
Acquisition Basic Cost	Data Element Description This is the negotiated US Dollar amount paid by the Government such as the negotiated US Dollar amount shown on the Deed.	Compliant	Comment: 1
Acquisition Cost to Government Amount	Data Element Description The total amount(s) paid over time to acquire and improve the real property asset. This is the sum of this Acquisition Original	Not Compliant	

SAVE

Step 3: Complete all items, and then press **SAVE**.

Compliance & Requirements Traceability

ACART User Guide 1 (ACART UG1)

Version: 1 Container: BEA 5.0

Search: Requirement Name For: Search Clear Search

Records Per Page: 200 Total Records: 201 Show All Show Predecessors

Requirement Name	Requirement Description	Assertion / Remarks	User Comments
Acquisition Basic Cost	Data Element Description This is the negotiated US Dollar amount paid by the Government such as the negotiated US Dollar amount shown on the Deed.	Compliant	Comment: 1
Acquisition Cost to Government Amount	Data Element Description The total amount(s) paid over time to acquire and improve the real property asset. This is the sum of this Acquisition Original	Not Compliant	

SAVE

3.2.5 Assertion Path #4

NOTE: Scoping Capabilities and System Functions are not required to complete a BEA compliance assessment.

Process Overview: In this section, we will look at the tasks required to complete Capability and/or System Functions Scoping. First, we will select from among the BTA's six (6) Business Enterprise Priorities (BEPs) and the All Enterprise Priority option. Then we will Scope the selected system (in this case, **ACART™ UG1**) within each facet that applies:

- o Business Enterprise Priorities (BEPs)

↓ filter

- Activities

↓ filter

- Capabilities

OR

- System Function



Note: In order to see all Activities, we strongly recommend that you select all BEPs.

3.2.5.1 Select BEP(s)

Follow steps for Assertion Path #1, page 27, Section 3.3.2.1.

3.2.5.2 Scope Activities

Follow steps for Assertion Path #1, page 30, Section 3.3.2.2.

3.2.5.3 Scope Capabilities

Step 1: On the Navigation Structure, find the **CAPABILITIES** link and click on it.

The screenshot shows the ACART User Guide 1 (ACART UG1) interface. The left navigation pane has a tree structure with 'Activities' highlighted. The main content area shows a table of activities. The table has columns: Activity ID, Activity Name, Activity Description, and User Comments. The activities listed are:

Activity ID	Activity Name	Activity Description	User Comments
A0.2.4.2	Accept Goods and Services	This activity includes an acknowledgment by an authorized official that goods rendered and services rendered conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.	No
A0.2.4.2.2	Accept Other Property and Services	This activity includes an acknowledgment by an authorized official that goods rendered and services rendered, not including real property, conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.	No
A0.1	Apply the Defense Acquisition Management Framework	This activity manages the simplified and flexible management framework for translating mission needs and technology opportunities, based on approved mission needs and requirements, into viable, affordable, and well-managed acquisition programs that include weapon systems and advanced technology systems (ATIS). (DDO 5000.2)	No
A0.1.4.1	Calculate Supply Chain Settlement	This activity is the calculation of the adjustments to an account payable for vendor, or other party used by the government. For FAR-based payments, the payment instructions found in the contract are applied to the payment request. The calculation takes into account any adjustments based on contract clauses (i.e., contract holdbacks), discounts from either the payment request or contract, and any interest due to the vendor. A payment date is scheduled within the constraints of the Prompt Payment Act, if applicable.	Yes

The **CAPABILITIES SCOPING** page displays

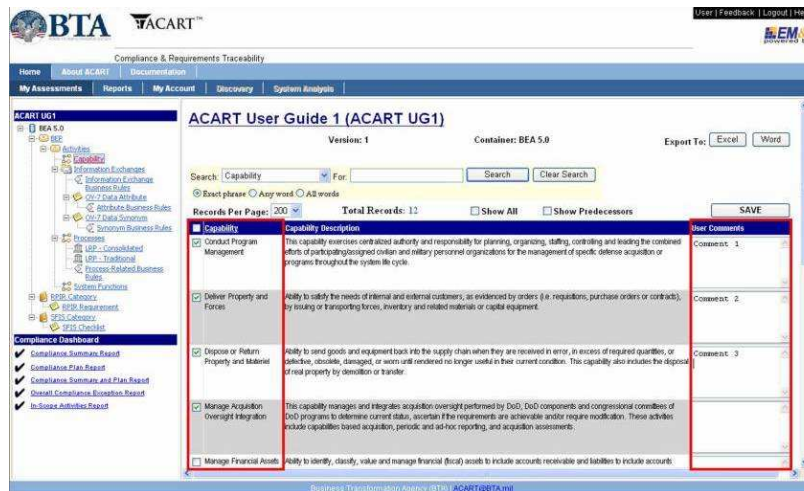
The screenshot shows the ACART User Guide 1 (ACART UG1) interface. The left navigation pane has a tree structure with 'Capabilities' highlighted. The main content area shows a table of capabilities. The table has columns: Capability ID, Capability Name, Capability Description, and User Comments. The capabilities listed are:

Capability ID	Capability Name	Capability Description	User Comments
00000000	Conduct Program Management	This capability exercises centralized authority and responsibility for planning, organizing, staffing, controlling and leading the combined efforts of participating assigned civilian and military personnel organizations for the management of specific defense acquisition or programs throughout the system life cycle.	
00000000	Deliver Property and Forces	Ability to satisfy the needs of internal and external customers, as evidenced by orders (i.e., requisitions, purchase orders or contracts), by issuing or transporting forces, inventory and related materials or capital equipment.	
00000000	Dispose or Return Property and Material	Ability to send goods and equipment back into the supply chain when they are received in error, in excess of required quantities, or defective, obsolete, damaged, or worn and rendered no longer useful in their current condition. This capability also includes the disposal of real property by demolition or transfer.	
00000000	Manage Acquisition Oversight Integration	This capability manages and integrates acquisition oversight performed by DoD, DoD components and congressional committees of DoD programs to determine current status, ascertain if the requirements are achievable and/or require modification. These activities include capabilities based acquisition, periodic and ad-hoc reporting, and acquisition assessments.	
00000000	Manage Financial Assets	Ability to identify, classify, value and manage financial (fiscal) assets to include accounts receivable and liabilities to include accounts	

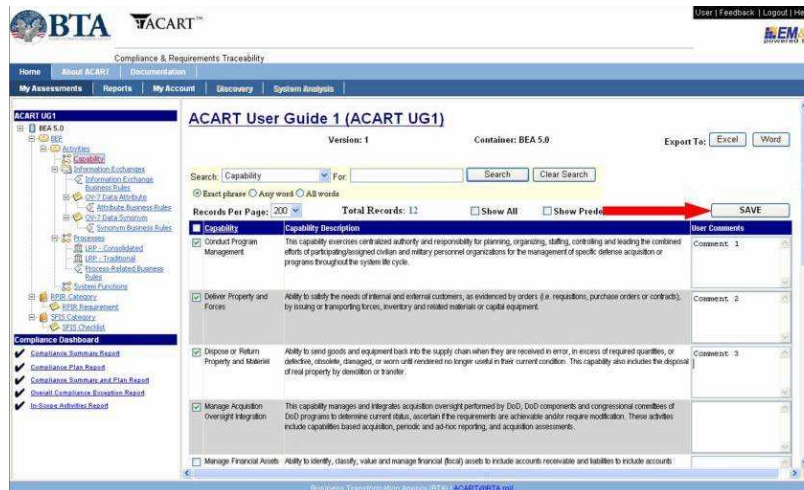
Step 2: Review the item list and select those items that apply to your system.

The comments/notes section on the right allows you to explain the reason for your selection.





Step 3: When you are finished selecting/reviewing the **CAPABILITIES SCOPING** page, click **SAVE**. If you change screens without saving your work, all work in previous screens will be lost

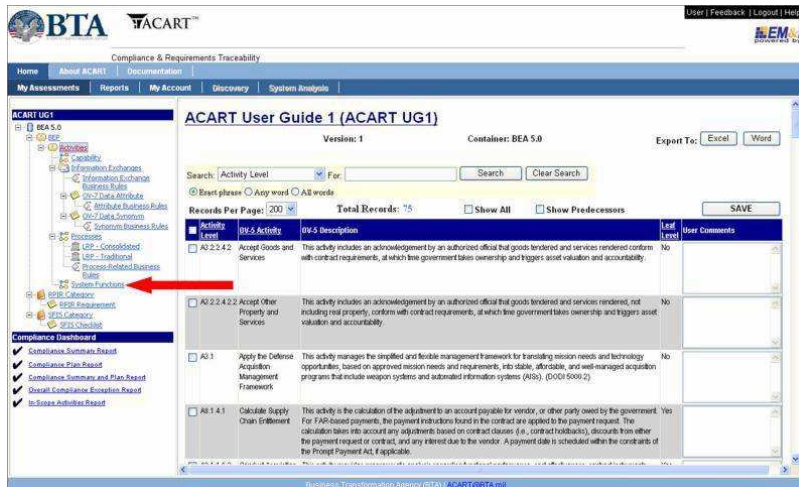


Or, you may need to scope System Functions after scoping BEPs and Activities

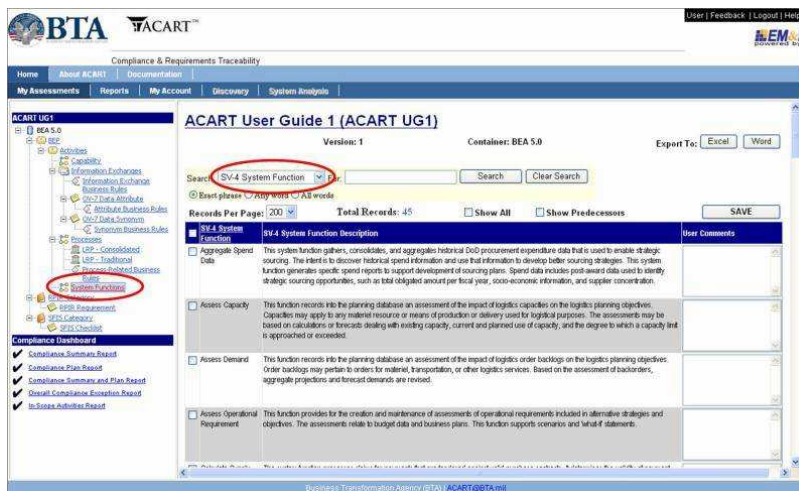
3.2.5.4 Scope System Functions

Step 1: On the Navigation Structure, find the **SYSTEM FUNCTIONS** link and click on it.





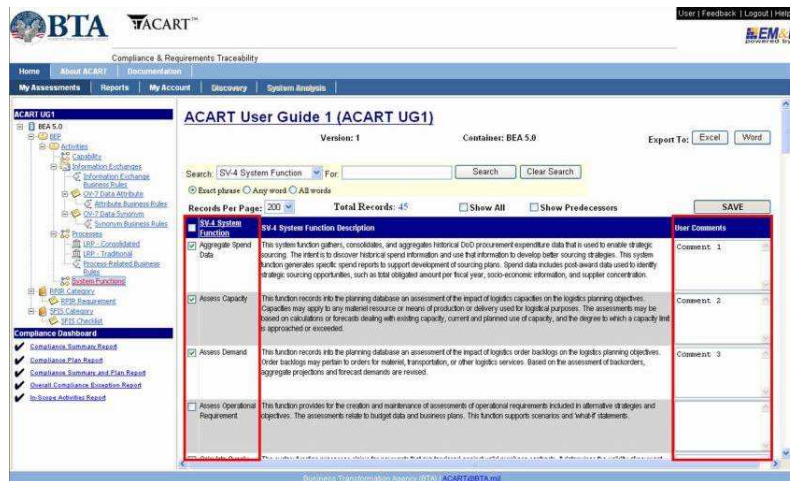
The **SYSTEM FUNCTION SCOPING** page displays



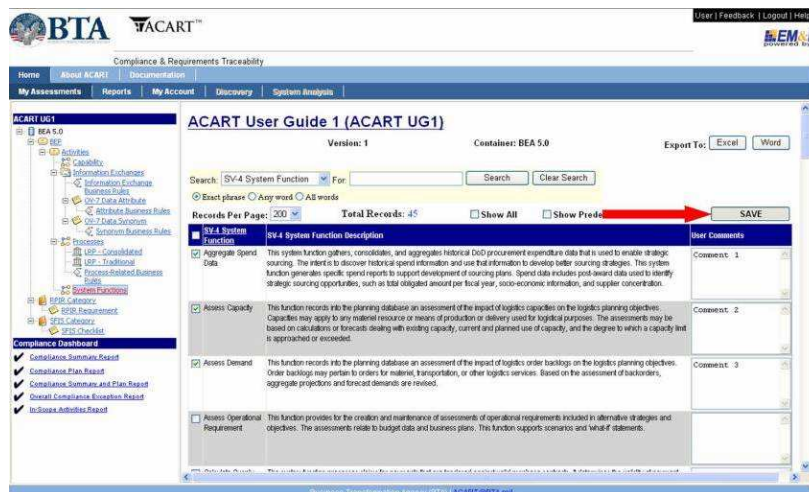
Step 2: Review the item list and select those items that apply to your system.

The comments/notes section on the right allows you to explain the reason for your selection.





Step 3: When you are finished selecting/reviewing the **SYSTEM FUNCTIONS SCOPING** page, click **SAVE**. Again, if you change screens without saving your work, all work in previous screens will be lost.



3.2.6 FIAR

NOTE: This Financial Improvement and Audit Readiness portion is for Information Purposes only and is not required for BEA compliance nor is it currently incorporated in the BEA architecture.

Scope FIAR

Step 1: On the **MY ASSESSMENTS** page, click on the drop down box for Container. Choose **FIAR “FOR INFO PURPOSES ONLY.”**

Step 2: Select an assessment from the Assessment List

Note that the Navigation Structure is different for the FIAR Container than it was for the BEA 5.0 Container. However, the process for navigating through this sieve is similar to that which has been demonstrated above.



- Step 3:** For each facet, from the E2E Business Process to the E2E Process Steps and the BEA OV-6c Processes, select the applicable items by clicking on the checkbox to the left of the item and enter user comments in the text box to the right. If you forget to save your work before navigating to the next page, all information entered will be lost.
- Step 4:** Continue the FIAR process by Scoping BEA LRPs, BEA OV-5 Activities, BEA OV-6a Business Rules, and BEA OV-6c Data Objects. For each facet, select the applicable items by clicking on the white checkbox to the left of the item. In the Assertion/Remarks column, choose the appropriate status: Completed, On-Going or Not Started.

If the item is On-Going, click on the field under Compliance Date and select, from the calendar, an estimated Completion date. Enter appropriate comments in the comment section.

Save your selections before navigating to the next page.

3.3. ACART™ Data Export and Reports

3.3.1 Export Data

Process Overview: You can export the current scoping or assertion page to Microsoft Excel or Word. To do this, use the **EXCEL** and/or **WORD** buttons, which can be found in the upper right corner of every screen

NOTE: Save your work before you select a report.

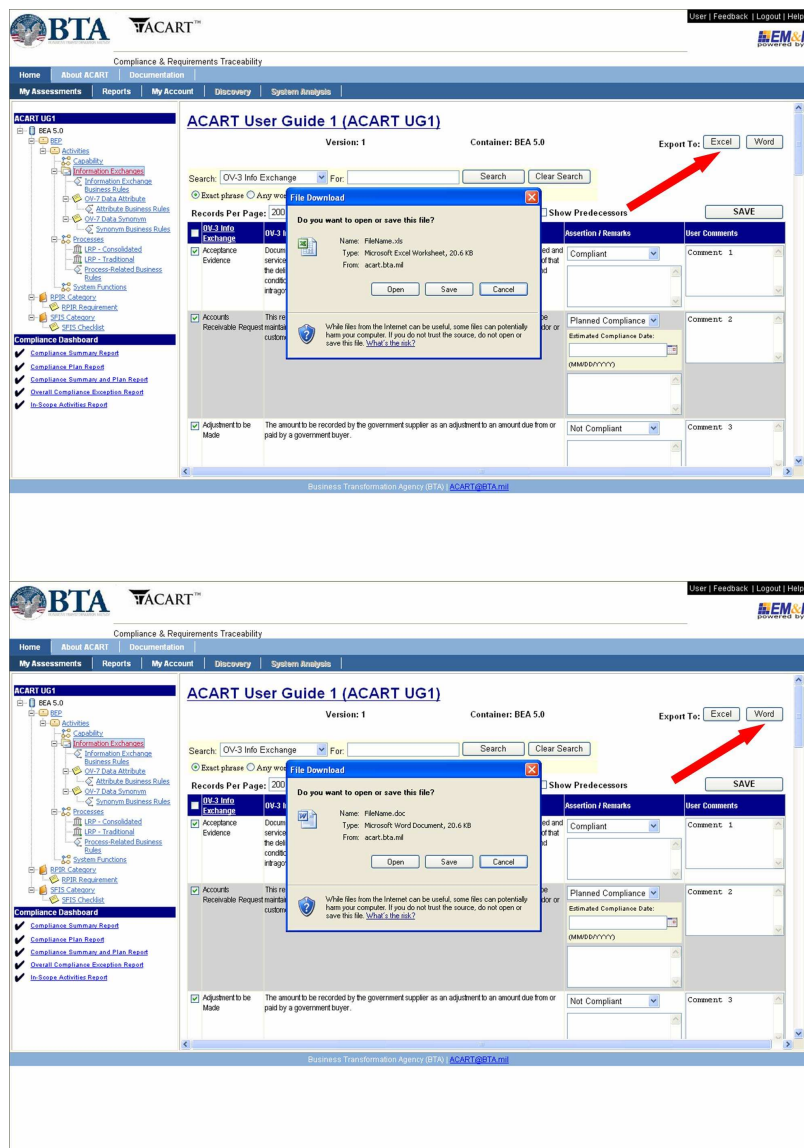
- Step 1:** Select either the **EXPORT TO EXCEL** or the export to **WORD** button located in the upper right corner of the screen.

The screenshot shows the ACART User Guide 1 (ACART UG1) interface. The top navigation bar includes links for Home, About ACART, Documentation, My Assessments, Reports, My Account, Discovery, and System Analysis. The main content area is titled 'ACART User Guide 1 (ACART UG1)' and shows a table of information exchanges. The table has columns for 'Info Exchange Description', 'Assertion / Remarks', and 'User Comments'. The 'Assertion / Remarks' column contains a dropdown menu with options like 'Compliant', 'Planned Compliance', and 'Not Compliant'. The 'User Comments' column contains text input fields. In the top right corner, there are buttons for 'Excel' and 'Word' to export the data, which are circled in red.

As soon as you select one of these options, ACART™ will convert and export data from the current facet. In the examples below, you can see Information Exchanges reported in both **EXCEL** and **WORD**.

You will be asked whether you want to Open or Save the output file.





Step 2: Select **OPEN** to display the data in a separate window.

The output file contains a column labeled “In Scope”. This column indicates whether the item was checked; an asterisk (*) means “yes” while [blank] means no.



BTB ACART™

User | Feedback | Logout | Help

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

100% Arial Narrow

File Name(1).xls

In Scope	OV-3 Info Exchange	OV-3 Info Exchange Description	Assertion / Remarks	User Comments
1	Acceptance Evidence	Documentation of the act of assuming ownership of legal title and accountability of goods tendered and services rendered, including Real Property Placed in Service Notification. This serves as proof that the deliverables received or services rendered have been provided fulfilling specified terms and conditions against the previously agreed upon obligating document, contract, and/or intragovernmental order between the supplier and the buyer.	Compliant	Comment 1
2	Accounts Receivable Request	This request contains the necessary information to establish a receivable. This information will be maintained throughout the life of a receivable to include verifying, reviewing and capturing vendor or customer information, performing calculations, and generating bills.	Planned Compliance Estimated Compliance Date:	Comment 2
3	Adjustment to be Made	The amount to be recorded by the government supplier as an adjustment to an amount due from or paid to a government buyer.	Not Compliant	Comment 3
4	Advice of Payment	A detail explanation of a payment sent to the vendor, or other party owed by the government.		
5	Analytical Results	The collection of one or more of the following: forecast, comparative analysis, trend analysis. A forecast might represent a prediction of future financial needs or trends based on analysis of available historical cost information and planned changes in capabilities. A comparative analysis might represent a comparison of how similar budget programs or business activities are executed by multiple organizations from a cost and performance management perspective. A trend analysis might represent how a single budget program or business activity has performed over multiple reporting periods. These analytical results will support many types of business decision making, to include planning, future years budget formulation, and other resource tradeoffs.		
6	Anticipated Adjustment	The amount to be recorded by the government buyer as an adjustment to an amount due or paid to a government supplier.		
7	Canceled Payment Notification	Notification received by the disbursing officer from authorized official that certifies that a payment cancellation request has been received and processed.		
8	Commitment Request	This is a request for a commitment or decommitment that has been approved based on the existence of available funding. This commitment/decommitment is an administrative memorandum/authorization of funds for a government request, order, decision, or equivalent outcome. This also identifies commitments that have been received due to insufficient funding or mismanagement of money.		

Ready

File Name(1).doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

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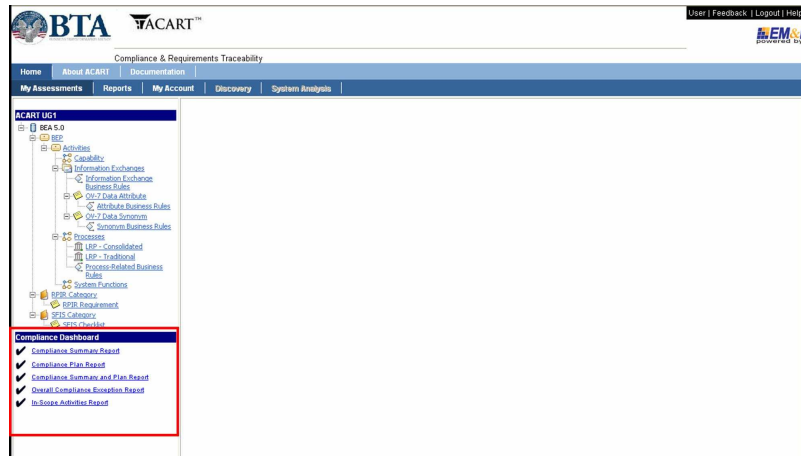
In Scope	OV-3 Info Exchange	OV-3 Info Exchange Description	Assertion / Remarks	User Comments
1	Acceptance Evidence	Documentation of the act of assuming ownership of legal title and accountability of goods tendered and services rendered, excluding Real Property Placed in Service Notification. This serves as proof that the deliverables received or services rendered have been provided fulfilling specified terms and conditions against the previously agreed upon obligating document, contract, and/or intragovernmental order between the supplier and the buyer.	Compliant <input type="checkbox"/>	Comment 1 <input type="checkbox"/>
2	Accounts Receivable Request	This request contains the necessary information to establish a receivable. This information will be maintained throughout the life of a receivable to include verifying, reviewing and capturing vendor or customer information, performing calculations, and generating bills.	Planned Compliance Estimated Compliance Date: <input type="checkbox"/>	Comment 2 <input type="checkbox"/>
3	Adjustment to be Made	The amount to be recorded by the government supplier as an adjustment to an amount due from or paid to a government buyer.	Not Compliant <input type="checkbox"/>	Comment 3 <input type="checkbox"/>
4	Advice of Payment	A detail explanation of a payment sent to the vendor, or other party owed by the government.	<input type="checkbox"/>	<input type="checkbox"/>
5	Analytical Results	The collection of one or more of the following: forecast, comparative analysis, trend analysis. A forecast might represent a prediction of future financial needs or trends based on analysis of available historical cost information and planned changes in capabilities. A comparative analysis might represent a comparison of how similar budget programs or business activities are executed by multiple organizations from a cost and performance management perspective. A trend analysis might represent how a single budget program or business activity has performed over multiple reporting periods. These analytical results will support many types of business decision making, to include planning, future years budget formulation, and other resource tradeoffs.	<input type="checkbox"/>	<input type="checkbox"/>
6	Anticipated Adjustment	The amount to be recorded by the government buyer as an adjustment to an amount due or paid to a	<input type="checkbox"/>	<input type="checkbox"/>

3.3.2 Compliance Dashboard Reports

NOTE: Save your work before you select a report. These reports can be accessed at any time during an assessment, however, they will only display work that has been completed and saved at that time. Compliance Dashboard reports cannot be considered reliable and correct until the system assessment is complete.

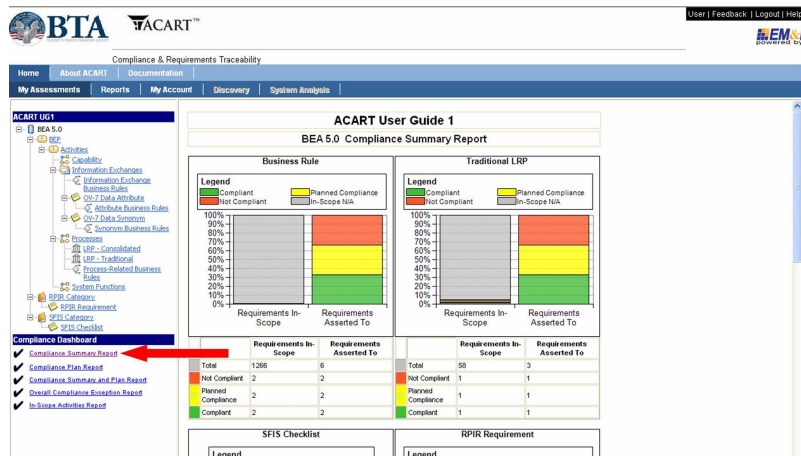
Step 1: Find the **COMPLIANCE DASHBOARD REPORT** under the navigation structure.





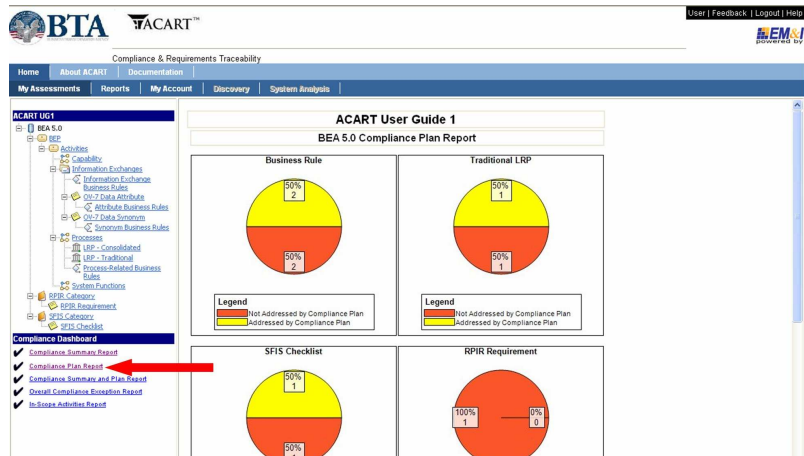
Step 2: Select the report you wish to view from the **COMPLIANCE DASHBOARD** menu by clicking on it. The report displays immediately on your screen. The following are samples of the **COMPLIANCE DASHBOARD** reports.

COMPLIANCE SUMMARY REPORT: The **COMPLIANCE SUMMARY REPORT** provides the total number of Business Rules (OV-6), Data Entities (OV-7), and SFIS items that are **Compliant**, **Planned Compliant**, or **Not Compliant** in bar chart format.

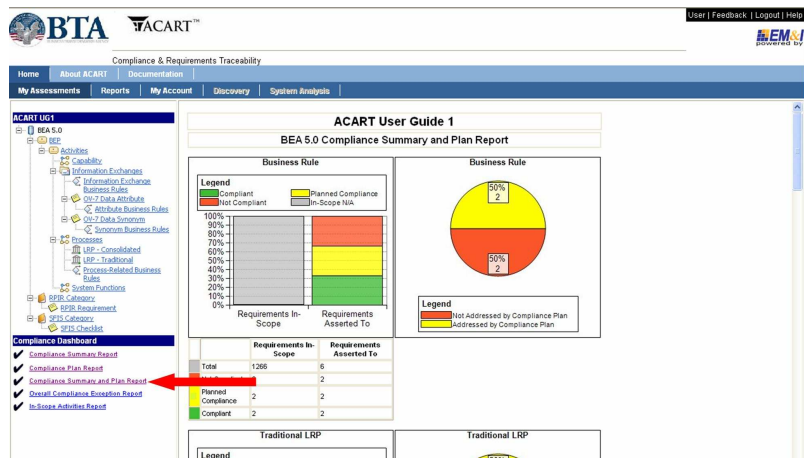


COMPLIANCE PLAN REPORT: The **COMPLIANCE PLAN REPORT** shows Business Rules (OV-6), Data Entities (OV-7), and SFIS items that are **Planned Compliant** or **Not Compliant**, in pie chart format.





COMPLIANCE SUMMARY AND PLAN REPORT: The **COMPLIANCE SUMMARY AND PLAN REPORT** shows the **COMPLIANCE SUMMARY REPORT** and the **COMPLIANCE PLAN REPORT** side by side.



OVERALL COMPLIANCE EXCEPTION REPORT: The **OVERALL COMPLIANCE EXCEPTION REPORT** displays all planned compliance and not compliant facets



ACART User Guide 1 Overall Compliance Exception Report

BEA 5.0

Name	Description	Compliance Date (Est.)	Compliance Remarks	Comments
Accept_Invoice_Da	Each invoice must be submitted electronically in accordance with DoD data standards and policy in order to be accepted, unless otherwise specified by the DoD in the contract or agreement.			Comment 2
Accepted_Intrav	For intragovernmental transactions, the seller must send notification, including their authentication, to the buyer that they have accepted the intragovernmental order.			Comment 3

SFIS Checklist

Name	Description	Compliance Date (Est.)	Compliance Remarks	Comments
C2	The financial system must provide the capability to classify all accounting transactions by the following: (a) Budget Function/Sub-Function Code (b) Major Acquisition Code (c) BEA Category Indicator Code (d) OUID (e) Agency Accounting Identifier Code (f) Transaction Type Code (g) Program Code (h) Line of Business Code		comment	Comment 2
	Provide a fund structure that identifies a TA/S/AFS established by OMB and Treasury and includes the following: (a) Department's regular Code (b) Main Account Code (c) Period of Availability Fiscal Year Code (d) Budget Activity Identifier (e) Budget Sub-Activity Identifier (f) Budget Line Item Identifier (g) OUID (h) Sub Account Code			Comment 3

RPIR Requirement

Name	Description	Compliance Date (Est.)	Compliance Remarks	Comments
------	-------------	------------------------	--------------------	----------

IN SCOPE ACTIVITIES REPORT: The **IN-SCOPE ACTIVITIES REPORT** lists all activities identified in the assessment as “in scope.”

ACART User Guide 1

BEA 5.0 In-Scope Activities Report

Name	Description	Compliance Date (Est.)	Compliance Remarks	Comments
Accept Goods and Services	This activity includes an acknowledgment by an authorized official that goods tendered and services rendered conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.			
Accept Other Property and Services	This activity includes an acknowledgment by an authorized official that goods tendered and services rendered, not including real property, conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.			
Apply the Defense Acquisition Management Framework	This activity manages the simplified and flexible management framework for translating mission needs and technology opportunities, based on approved mission needs and requirements, into stable, affordable, and well-managed acquisition programs that include weapon systems and automated information systems (AIS). (DDO 5000.2)			
Calculate Supply Chain Entitlement	This activity is the calculation of the adjustment to an account payable for vendor, or other party owed by the government. For FAR-based payments, the payment instructions found in the contract are applied to the payment request. The calculation takes into account any adjustments based on contract clauses (i.e., contract holdbacks), discounts from either the payment request or contract, and any interest due to the vendor. A payment date is scheduled within the constraints of the Prompt Payment Act, if applicable.			
Conduct Acquisition Assessment	This activity provides programmatic analysis regarding functional performance, cost effectiveness, contract instruments and interoperability across selected groupings (e.g., capabilities, systems, services, agencies and Areas of Responsibility) for the purpose of managing portfolios.			
Conduct Acquisition Decision Review	This activity reviews and evaluates information in support of the acquisition decision process.			
Conduct Acquisition Logistics	This activity develops technical and management requirements which ensure supportability implications are considered throughout the acquisition life-cycle. The intent is to minimize support costs and to ensure end user resources to sustain the system in the field will be available.			
Conduct Acquisition Resource Analysis	This activity provides an overall acquisition life-cycle direction and serves as a central focal point for DoD long range programmatic projections to include investment area assessment, affordability analysis, acquisition alternatives, and funding controls.			
Conduct Affordability Assessment Review	This activity collects, reviews and analyzes information to conduct an independent analysis to determine if the Life Cycle Cost (LCC) of an acquisition program is in consonance with the long-range investment and force structure plans of the DoD or individual DoD Components.			
Conduct Executive Assessment	This activity is conducted at the executive level where information is gathered and evaluated to make a decision or assessment about a program.			
Conduct Executive Level Contract Management Oversight and Reporting	This activity consists of executive oversight and reporting required to perform worldwide acquisition life cycle contract management for Department of Defense weapon systems and automated information systems, spares, supplies and services are delivered on time, at projected cost, and meet all performance requirements.			
Conduct Logistics Business	The development and issuing of courses of action over specified time periods that represent a projected appropriation and allocation of logistics resources and capacity to meet projected requirements in carrying out the movement and maintenance of forces. This activity			

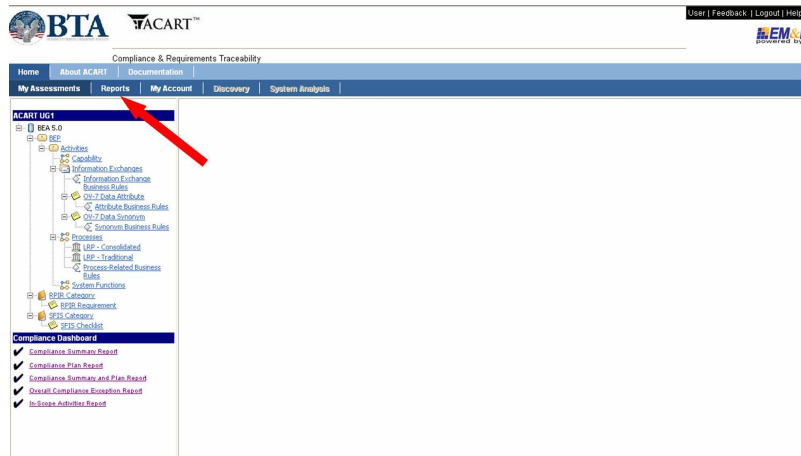
If you want to print the report, use the **REPORTS** tab on the ACART™ tool bar.

3.3.3 Print Detailed Reports

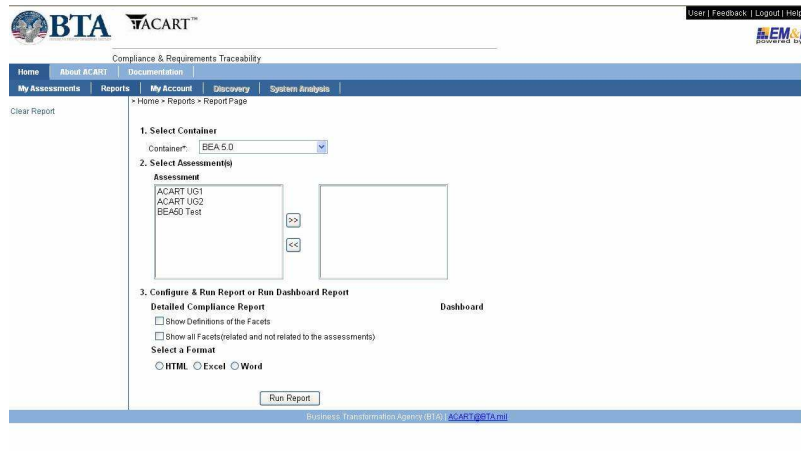
Process Overview: Use the **REPORTS** tab on the menu tool bar to go to the **REPORTS** page. It is from the **REPORTS** page that you can choose to run and print reports from different containers, on the various systems to which you have access. You can customize reports, specify reporting formats, and compare two or more systems.

- Step 1:** To navigate to the **REPORTS** page, click on **REPORTS** on the ACART™ Tool Bar.

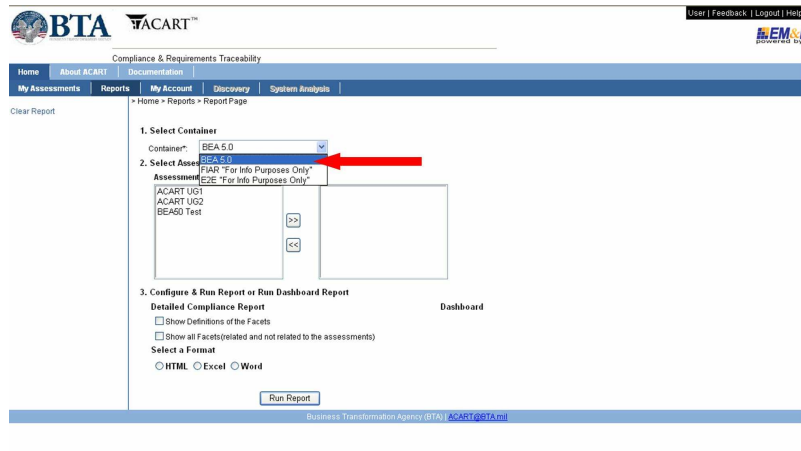




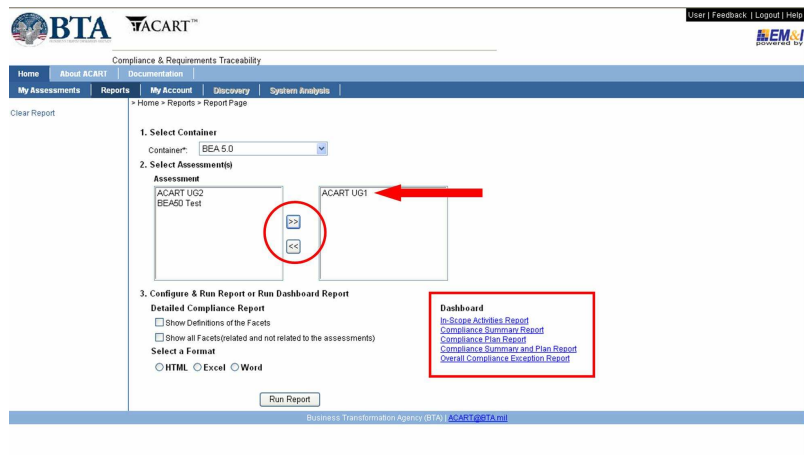
The **REPORTS** page displays.



Step 2: To select a container use the drop down menu. For this example we will select the **BEA 5.0** container

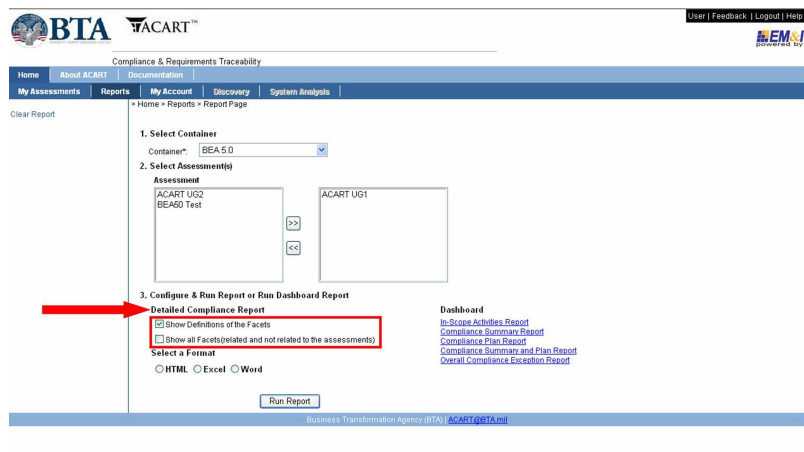


Step 3: Under the **Select Assessment** heading, highlight a system with the cursor. Use the >> button to add the system to the list, or the << button to remove the system from the list. The list of **DASHBOARD REPORTS** for that system immediately appears in the lower right corner of the screen.



Running a **DETAILED COMPLIANCE REPORT** allows you to configure the report to show additional information.

Step 1: Click on **SHOW DEFINITION OF THE FACETS** to produce a compliance report that displays the definition of all facets that were scoped or asserted (shown below).



Clicking on **SHOW ALL FACETS** will return a compliance report that displays facets related and unrelated to your assessment. This report is very long and may take a while to display.

Step 2: Click on the **RUN REPORT** button to produce your **DETAILED COMPLIANCE REPORT**.



The **DETAILED COMPLIANCE REPORT** displays. Notice that only the facets that were scoped or asserted to are displayed along with their definitions and comments.

Detailed Compliance Report (BEA 5.0)		
Activities		
[OV-5 Activity]	[OV-5 Description]	ACARTUG1
Accept Goods and Services	This activity includes an acknowledgment by an authorized official that goods tendered and services rendered conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.	Comment 1
Accept Other Property and Services	This activity includes an acknowledgment by an authorized official that goods tendered and services rendered, not including real property, conform with contract requirements, at which time government takes ownership and triggers asset valuation and accountability.	Comment 2
Apply the Defense Acquisition Management Framework	This activity manages the simplified and flexible management framework for transferring mission needs and technology opportunities, based on approved mission needs and requirements, into stable, affordable, and well-managed acquisition programs that include weapon systems and automated information systems (AITS). (DOD 5000.2)	Comment 3
Calculate Supply Chain Entitlement	This activity is the calculation of the adjustment to an account payable for vendor, or other party owed by the government. For FAR-based payments, the payment instructions found in the contract are applied to the payment request. The calculation takes into account any adjustments based on contract clauses (i.e., contract holdbacks), discounts from either the payment request or contract, and any interest due to the vendor. A payment date is scheduled within the	*
Update Asset Valuation	accumulates the construction and work in progress costs.	
Attribute Business Rules		
[OV-6a Business Rule]	[OV-6a Business Rule Description]	ACARTUG1
Activity_Identifier_Association_1	Each Activity Identifier must be associated with one or more Funding Center Identifiers.	Comment 1
Activity_Identifier_Association_2	An Activity Identifier must be associated with one or more Cost Element Codes.	Comment 2
Activity_Identifier_Purpose	If Activity Identifier is used as the cost object, then Activity Identifier will be used for cost accumulation.	Comment 3
[BEP]	[BEP Description]	ACARTUG1
Capability		
[Capability]	[Capability Description]	ACARTUG1
Conduct Program Management	This capability exercises centralized authority and responsibility for planning, organizing, staffing, controlling and leading the combined efforts of participating/assigned civilian and military personnel organizations for the management of specific defense acquisition or programs throughout the system life cycle.	Comment 1
Deliver Property and Forces	Ability to satisfy the needs of internal and external customers, as evidenced by orders (i.e. requisitions, purchase orders or contracts), by issuing or transporting forces, inventory and related materials or capital equipment.	Comment 2
Dispose or Return Property and Material	Ability to send goods and equipment back into the supply chain when they are received in error, in excess of required quantities, or defective, obsolete, damaged, or worn until rendered no longer useful in their current condition. This capability also includes the disposal of real property by demolition or transfer.	Comment 3
Manage Acquisition Oversight Integration	This capability manages and integrates acquisition oversight performed by DoD, DoD components and congressional committees of DoD programs to determine current status, ascertain if the requirements are achievable and/or require modification. These activities include capabilities based acquisition, periodic and ad-hoc reporting, and acquisition assessments.	*
Information Exchange Business Rules		
[OV-6a Business Rule]	[OV-6a Business Rule Description]	ACARTUG1
Activity_Identifier_Requirement	If Activity Identifier is used as the cost object, then the Activity Identifier must be directly aligned with one or more Programs and Lines of Business.	Comment 1
Advance_Flag_Code_Requirement_1	If budget authority is provided in an appropriation act to cover obligations incurred late in the fiscal year to be liquidated in following the fiscal year for which the appropriation act is passed, then the Advanced Flag value must be "Y".	Comment 2
Agency_Accounting_Identifier_Code_1	When a DoD Organization is created, then at least one Agency Accounting Identifier Code must be associated to it.	Comment 3
Information Exchanges		
[OV-3 Info Exchange]	[OV-3 Info Exchange Description]	ACARTUG1
Acceptance Evidence	Documentation of the act of assuming ownership of legal title and accountability of goods tendered and services rendered, excluding Real Property Placed in Service Notification. This serves as proof that the deliverables received or services rendered have been provided fulfilling specified terms and conditions against the previously agreed upon obligating document, contract, and/or intra-governmental order between the supplier and the buyer.	Comment 1
Accounts Receivable Request	This request contains the necessary information to establish a receivable. This information will be maintained throughout the life of a receivable to include verifying, reviewing and capturing vendor or customer information, performing calculations, and generating bills.	Comment 2
Adjustment to be Made	The amount to be recorded by the government supplier as an adjustment to an amount due from or paid by a government buyer.	Comment 3
LRP - Consolidated		
[BPM Process Mod]	[LRP Description Mod]	ACARTUG1
CPARS_OL_1064 --> CPARS/P242.Subset242.0 --> SUBPART 242.0 (Revised November 9, 2005) http://www.acq.osd.mil/dpap/dars/dfs/hrn/cour...more		

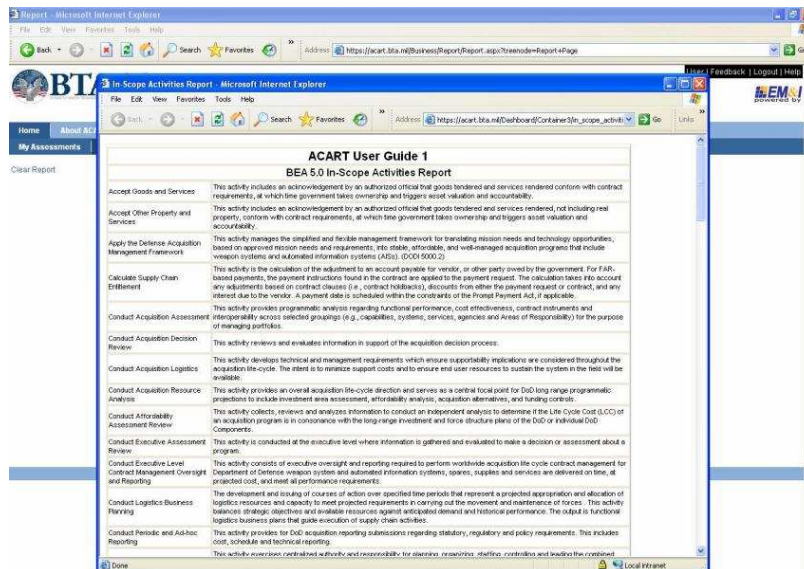
You can also run reports from the **DASHBOARD** found on the right side of the **REPORTS** page. These dashboard reports are similar to those addressed earlier in section **3.3.2 Compliance Dashboard Reports**, except, all reports open in a separate window.



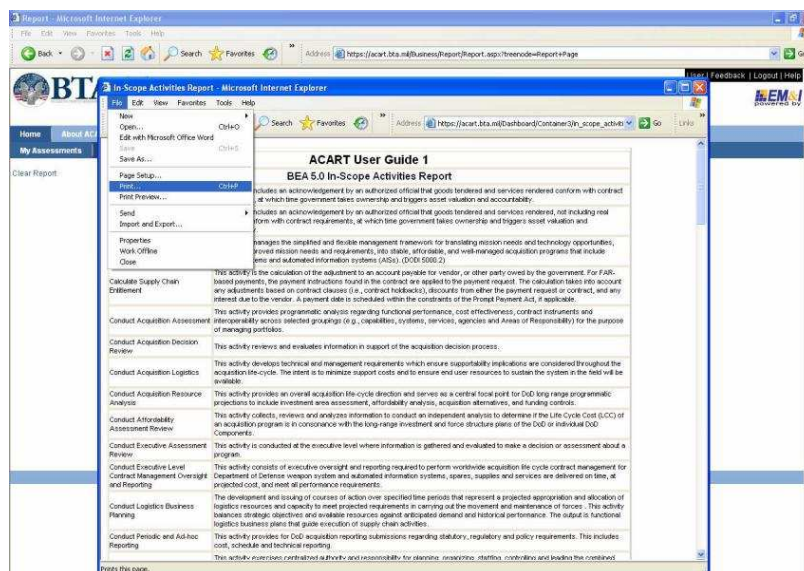
Step 1: To run a **DASHBOARD REPORT**, click on the name of the report you want to run.

The example below shows the **IN-SCOPE ACTIVITIES REPORT** which lists all activities identified in the assessment as “in scope.”



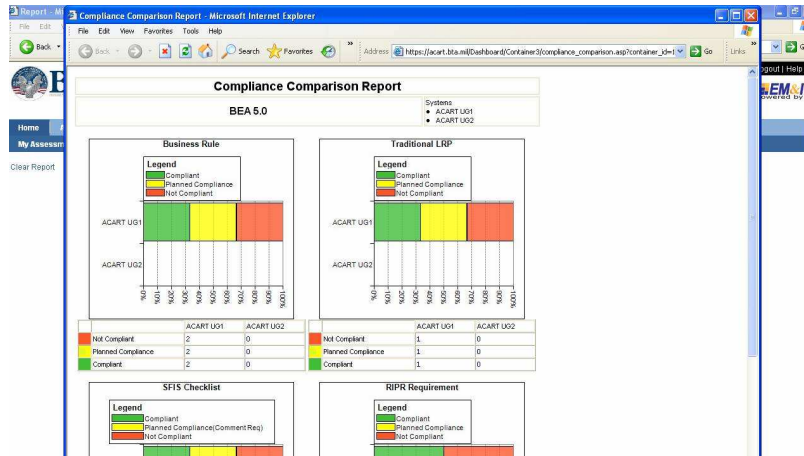


Step 2: To print the report, select the **PRINT** feature on the **INTERNET TOOL BAR**.



Step 3: When finished viewing or printing the report, you may save it using **FILE, SAVE** from the Internet tool bar or, if you are done viewing it, close the window.





You have the same options for printing and saving this report as you have for the **DASHBOARD REPORTS**.

For additional training and information please use the online help module or e-learning tutorial found on the BTA website at <http://www.defenselink.mil/bta/products/training/index.html>



Appendix A: Acronyms

Acronym	Term
ACART™	Architecture Compliance and Requirements Traceability™
BEA	Business Enterprise Architecture
BEP	Business Enterprise Priorities
BTA	Business Transformation Agency
CONOPS	Concept of Operations
CSE	Common Supplier Engagement
DBSMC	Defense Business Systems Management Committee
DBT	Defense Business Transformation
DITPR	DoD Information Technology Portfolio Repository
DoD	Department of Defense
DoDAF	DoD Architecture Framework
ESOH	Environment Safety and Occupational Health
ETP	Enterprise Transition Plan
FIAR	Financial Improvement and Audit Readiness
FV	Financial Visibility
GAAP	Generally Accepted Accounting Principles
HQDA	Headquarters, Department of the Army
HTML	Hypertext Markup Language
IGT	Intragovernmental Transactions
IRB	Investment Review Board
LRP	Laws, Regulations, Policies
NDAA	National Defense Authorization Act
NII	Networks and Information Integration
OSD	Office of the Secretary of Defense
OV	Operational View
PCA	Pre-Certification Authority
.pdf	Portable Document Format™
PM	Program Manager
POC	Point of Contact



RPA	Real Property Accountability
RPIR	Real Property Inventory Requirements
SFIS	Standard Financial Information System
SV	Systems View
TV	Technical Standards View
URL	Universal Resource Language (designator for an Internet page name)
UTG	User Training Guide
XML	Extensible Markup Language



Appendix B: Quick Start Reference

Register for Membership (Section 3.1.1)

1. Open your internet browser.
2. Open the Welcome to ACART™ 4.0 page at <https://acart.bta.mil>.
3. Select either **NEW USER?** or **REGISTER**.
4. Enter your information on the **REQUEST ACART™ ACCESS** page.
5. When the Welcome to ACART™ 4.0 page appears again, you have successfully requested access.

Logon and Reset Password (Section 3.1.2)

1. Open the Welcome to ACART™ 4.0 page at: <https://acart.bta.mil>.
2. Log On to ACART™ with your username and password.
3. When the ACART™ Log in page displays, click on **MY ACCOUNT**.
4. The Update User Information page displays. Click on **CHANGE PASSWORD**.
5. The Change Password page is shown. Type your old and new passwords in the appropriate fields and click the Change Password button.

Assertion Path #1 (Section 3.2.2)

Business Enterprise Priorities (BEPs) - Activities - IERs - Data Synonyms, - Data Attributes – Information Exchange Related Business Rules – Synonym Business Rules – Attribute Business Rules

1. From the ACART™ Log in page, select a container (i.e. BEA 5.0) and a system assessment.
2. Select **BEP**.
The BEP Assessment Navigation page displays. Select the BEP(s) that apply.
SAVE your selections.
3. Move the cursor to **ACTIVITIES** in the Navigation Structure and click on it.
The Activities page displays. Select the Activities that apply; adding notes as needed.
SAVE your selections.
4. Open **INFORMATION EXCHANGE (IE)** from the Navigation Structure.
The IE Scoping/Assertion page displays. Select and assert to the IEs that apply and add notes as needed.
SAVE your selections.
5. Open **DATA SYNONYMS** from the Navigation Structure.
The Data Synonyms Assertion page displays. Select and assert to the Data Synonyms that apply, and add notes.
SAVE your selections.
6. Open **DATA ATTRIBUTES** from the Navigation Structure.



The Data Attributes Assertion page displays. Select and assert to the Data Attributes that apply, and add notes.

SAVE your selections.

7. Open **INFORMATION EXCHANGE RELATED BUSINESS RULES** from the Navigation Structure.

The Information Exchange Related Business Rules Assertion page displays. Select and assert to the Business Rules that apply, and add notes.

SAVE your selections.

8. Open **SYNONYM BUSINESS RULES** from the Navigation Structure.

The Synonym Related Business Rules Assertion page displays. Select and assert to the Business Rules that apply, and add notes.

SAVE your selections.

9. Open **ATTRIBUTE BUSINESS RULES** from the Navigation Structure.

The Attribute Related Business Rules Assertion page displays. Select and assert to the Business Rules that apply, and add notes.

SAVE your selections.

Assertion Path #2 (Section 3.2.3)

BEPs – Activities - Processes - LRPs [Consolidated or Traditional LRPs] - Process Related Business Rules

1. From the ACART™ Log in page, select a container (i.e. BEA 5.0) and a system assessment.
2. Select **BEP**.

The BEP Scoping page displays. Select the BEP(s) that apply.

SAVE your selections.

3. Move the cursor to **ACTIVITIES** in the Navigation Structure and click on it.

The Activities Scoping page displays. Select the Activities that apply; adding notes as needed.

SAVE your selections.

4. Select **PROCESSES** from the Navigation Structure.

The Processes Scoping page displays. Select the processes that apply and add notes as needed.

SAVE your selections.

5. Open **LRPs** (Traditional or Consolidated) from the Navigation Structure.

The LRP Scoping/Assertion page displays. Select and assert to the laws, regulations and policies that apply and add notes as needed.

SAVE your selections.

6. Open **PROCESS RELATED BUSINESS RULES** from the Navigation Structure.

The Process Related Business Rules Scoping/Assertion page displays. Select and assert to the business rules that apply and add notes as needed.



SAVE your selections.

Assertion Path #3 (Section 3.2.4)

SFIS Categories - SFIS Checklist

1. From the ACART Log in page, select a container (i.e. BEA 5.0) and a system to Scope
2. The System Home Page is displayed with a Navigation Structure
3. Open **SFIS CATEGORIES** from the Navigation Structure.
The SFIS Categories Scoping page displays. Select the categories that apply; adding notes as needed
SAVE your selection.
4. Open **SFIS CHECKLIST** from the Navigation Structure
The SFIS Checklist Scoping page displays. Select and Assert to the checklist items that apply, assign status, and add notes
SAVE your selection.

OR

RPIR Categories - RPIR Requirements

1. From the ACART Log in page, select a container (i.e. BEA 5.0) and a system to Scope
2. The System Home Page is displayed with a Navigation Structure
3. Open **RPIR CATEGORIES** from the Navigation Structure.
The RPIR Categories Scoping page displays. Select the categories that apply; adding notes as needed
SAVE your selection.
4. Open **RPIR REQUIREMENTS** from the Navigation Structure
The RPIR Requirements Scoping page displays. Select and Assert to the items that apply, assign status, and add notes
SAVE your selection.

Assertion Path #4 (Section 3.2.5)

BEPs – Activities – Capabilities or System Functions

THE FOLLOWING ARE NOT REQUIRED TO COMPLETE A BEA COMPLIANCE ASSESSMENT.

1. From the ACART™ Log in page, select a container (i.e. BEA 5.0) and a system to Scope.
2. The Assessment Home Page displays with a Navigation Structure.
3. Select **BEP**.
The BEP Scoping page displays. Select the BEP(s) that apply.
SAVE your selections.
4. Open **ACTIVITIES** from the Navigation Structure.



The Activities Scoping page displays. Select the Activities that apply; adding notes as needed.

SAVE your selections.

5. Open **CAPABILITIES** from the Navigation Structure.

The Capabilities Scoping page displays. Select the capabilities that apply; adding notes as needed.

SAVE your selections.

6. Open **SYSTEM FUNCTIONS** from the Navigation Structure.

The System Functions Scoping page displays. Select the system functions that apply, and add notes.

SAVE your selections.

Export Data (Section 3.3.1)

1. From any ACART™ assessment or assertion page, click on the **EXCEL** or **WORD** button.
2. ACART™ will ask whether you want to **OPEN** or **SAVE** the resulting document.
3. The selected application launches and displays the associated facet.

Print Compliance Dashboard Reports (Section 3.3.2)

1. Find the **DASHBOARD REPORT** option in the Navigation Structure.
2. Click on the dashboard report you wish to view.
3. ACART™ immediately displays the requested report.
4. Click the web browser's **BACK** button to return to the application.

Print Detailed Reports (Section 3.3.3)

1. From any ACART™ page, find the **REPORTS** tab on ACART™ tool bar and click on it.
2. On the Reports page select a **CONTAINER** and a **SYSTEM**. Add the system to the reports box.
3. Click on the **COMPLIANCE REPORT** or **DASHBOARD REPORT** you wish to view.
4. To print a comparison report, select two systems and add them to the report box.
5. Then select **DETAILED COMPLIANCE REPORT** or **COMPLIANCE COMPARISON REPORT**.
6. If you selected a **COMPLIANCE REPORT**, click on the **RUN REPORT** button to generate the report.

